

**Town of  
Reading  
Massachusetts**



**2019 Subsequent Town Meeting  
Report on the Warrant  
November 12, 2019**



**Subsequent Town Meeting  
Tuesday, November 12, 2019  
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# COMMONWEALTH OF MASSACHUSETTS


Middlesex, ss. Officer's Return, Town of Reading:

By virtue of this Warrant, I Thomas Freeman, on October 17, 2019 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Reading Police Station, 15 Union Street
- Precinct 3 Reading Municipal Light Department, 230 Ash Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Reading Public Library, 64 Middlesex Avenue
- Precinct 6 Barrows School, 16 Edgemont Avenue
- Precinct 7 Birch Meadow School, 27 Arthur B Lord Drive
- Precinct 8 Wood End School, 85 Sunset Rock Lane
- Town Hall, 16 Lowell Street

The date of posting being not less than fourteen (14) days prior to November 12, 2019, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on October 15, 2019.

  
\_\_\_\_\_  
Constable, Thomas Freeman

A true copy Attest:

  
\_\_\_\_\_  
Laura Gemme, Town Clerk

# TOWN WARRANT



## COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in the Local Elections and Town affairs, to meet at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Tuesday November 12, 2019 at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

**ARTICLE 1** To hear and act on the reports of the Select Board, School Committee, Library Trustees, Municipal Light Board, Finance Committee, Bylaw Committee, Town Manager, Town Accountant and any other Town Official, Board or Committee.

Select Board

**Background:** This article appears on the Warrant for all Town Meetings. At this Subsequent Town Meeting, the following reports are anticipated:

- Permanent Building Committee Chair "PBC update"
- Superintendent of Schools and School Committee Chair "State of the Schools"
- *RMLD annual update moved to April with change in fiscal year*

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**ARTICLE 2** To choose all other necessary Town Officers and Boards or Committees and determine what instructions shall be given Town Officers and Boards or Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Boards or Committees to carry out the instructions given to them, or take any other action with respect thereto.

Select Board

**Background:** This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be "warned" as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 3** To see if the Town will vote to amend the FY 2020-30 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Select Board

**Background:** This Article is included in every Town Meeting Warrant. The Reading General Bylaw (section 6.1.3) states "... *No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program (CIP), and is scheduled for funding in the Fiscal Year in which the appropriation is to be made.*" Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described.

The following changes are proposed to the FY2020 – FY2030 CIP (current year plus ten years):

### General Fund

**FY20: +\$982,000\***

\$450,000	Public Safety Radios (increase by \$50k and move up from FY22)
\$225,000	Facilities – HVAC work at Coolidge MS (moved up from FY21)
\$215,000	DPW Loader (2009) (increased \$15k and moved up one yr as urgent)
\$112,000	Facilities School Server Room upgrades (\$50k for RMHS is moved up from FY21 and reduced by \$10k; \$19k Parker, \$19k Coolidge, \$12k Birch Meadow, and \$12k Killam are all added)
+\$40,000	Public Safety Fire Alarm Truck (total now \$120k)
-\$60,000	Public Services Human/Elder Services Van (state funded in FY20 budget)

*\*FY20 capital notes: An additional ~\$750,000 item for elementary school space needs for the September 2020 school year is under discussion – see the FINCOM Report below for more details.*

*FY20 debt notes: a \$750,000 reduction as borrowing plans changed to repay some interest but no principal for Building Security and Turf II projects during the fiscal year. This change will fund most of the capital requests shown above, in keeping with the FINCOM 5% for Capital & Debt policy.*

**FY21: +\$540,000**

\$300,000	Initial funding for Performance Contracting II
\$283,000	TBA project(s)
\$200,000	School technology wiring projects
\$ 85,000	DPW Ventrac tractor (replaces very old Deere tractor not on CIP)
\$ 80,000	*DPW Stump Grinder (new – improves response time; avoids costly outsourcing)
\$ 50,000	*Facilities Bobcat (move up from FY22)
\$ 50,000	*Design for School Technology wiring projects
\$ 25,000	Town technology wiring projects
+\$ 2,000	Public Safety/Fire Breathing Air Compressors (now \$62k)
-\$ 10,000	DPW Backhoe CAT (2008)
-\$ 40,000	Facilities RMHS Water Heater (replaced in FY19 with surplus funds)
-\$ 60,000	Facilities RMHS Server Room upgrade (moved up to FY20 above)

- \$200,000 DPW Loader (moved up to FY20)  
- \$225,000 Facilities – HVAC work at Coolidge MS (moved up to FY20)  
*\*these may be requested for immediate action in April 2020 (\$180,000)*

*FY21 debt notes: a \$413,500 reduction including -\$240k as the Downtown Improvements II are delayed a year to gather more public feedback; -\$196k as the Birch Meadow lights are eliminated from the funded capital plan after increasing from \$1.4mil to \$1.9mil, and instead is now included with another \$5.9 of athletic/recreational improvements listed as to be discussed; a \$16k increase in the Bldg Security and \$6.5k increase in Turf 2 as repayments slowed as previously described.*

**FY22+**

Various other changes made

## Enterprise Funds – Water

**FY20: +\$300,000**

\$300,000 – additional funding for the Main Street cleaning and lining project, done as a previous debt authorization.

*FY20 debt notes: a \$220,000 reduction in debt service for the Grove Street project as borrowing plans changed to repay some interest but no principal during the fiscal year.*

**FY21: +\$125,000**

\$50,000 Pickup #12 (reduced by \$10k and moved up from FY22)  
\$50,000 Skid-steer (new request)  
+\$25,000 SCADA upgrade (increased to \$50k total)

**FY22+**

Various changes made

## Enterprise Funds – Sewer

**FY20: +\$65,000**

+\$65,000 – additional funding for Sturges Sewer Pump Station design – conduct pro-active environmental testing in light of arsenic found at the Charles Sewer Pump Station that had no known cause. Total design funding would be revised to \$215,000 with this addition

**FY21: none**

**FY22+**

Various changes made

## Enterprise Funds – Storm Water

**FY20: +\$25,000**

+ \$25,000 Catch basin truck (increased to \$225,000 total)

**FY21: none**

*FY21 debt notes: Main Street project removed, problem solved using FY19 funds*

**FY22+**

Various changes made

**Finance Committee Report:** The Finance Committee recommends the proposed amendments to the FY 2019 – FY 2029 Capital Improvements Program by a vote of 9-0 at their meeting on October 16, 2019. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

FINCOM heard about the need for additional classroom space for the September 2020 school year on October 16<sup>th</sup>. They preferred to wait to vote on including such an item into this Article since it had not yet been discussed by the School Committee. Such a discussion is planned on October 17<sup>th</sup> and possibly October 28<sup>th</sup>. FINCOM will vote on this additional request when it is finalized by the schools, and report to Town Meeting members via email as soon as possible, as well as at November Town Meeting.

**Bylaw Committee Report:** No report.

*By Charter, both the Finance Committee and Bylaw Committee are advisory to Town Meeting and their votes must be reported to Town Meeting, preferably in writing in advance when possible. Other volunteer Boards and Committees may also vote on Warrant Articles, and when possible, those votes are noted herein with an asterisk (\*) next to their name.*

**\*Select Board Report:** The Select Board on October 16, 2019 voted 3-0 to support this Article. Their vote included a \$750,000 request for elementary school space, and occurred before the FINCOM discussion on the matter.

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**ARTICLE 4** To see if the Town will vote to amend the Town’s Operating Budget for the Fiscal Year commencing July 1, 2019, as adopted under Article 20 of the Annual Town Meeting of April 2, 2019; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

**Background:**

**General Fund – Wages and Expenses**

<b><u>Account Line</u></b>	<b><u>Description</u></b>	<b><u>Decrease</u></b>	<b><u>Increase</u></b>
B99 – Benefits Expenses	Health Insurance Premiums	\$149,000	
C99 – Capital Expenses	Please see Article 3 for details		\$982,000
D99 – Debt Service Expenses	Defer debt repayments by one year (\$480k bldg. sec; \$270k Turf 2)	\$750,000	

H92 – Public Services Expenses	Birch Meadow Design \$20,000 Open Space Plan Consultant \$20,000		\$40,000
J92 – Public Safety Expenses	Dispatch EMD Medical Director \$7,000 Fire \$32k grant needs local match \$6,000 Police Cruisers +\$38,500 (for 3) Police BeSafe floor plan updates \$5,500		\$57,000
K92 – Public Works Expenses	Town Forest thinning project \$25,000		\$25,000
	<b>Subtotals</b>	<b>\$899,000</b>	<b>\$1,104,000</b>
	<b>Net Operating Expenses</b>		<b>\$205,000</b>
	<b>From New Growth</b>	<b>\$57,165</b>	
	<b>Net State Aid/Assess</b> <i>From State Aid (\$162,020)</i> <i>For State Assessments (\$22,420)</i>	<b>\$139,600</b>	
	<b>From Free Cash</b>		<b>\$401,765</b>

**Enterprise Funds – Wages and Expenses**

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 – Water EF	Additional capital funding for Main Street water main cleaning and lining project \$300,000		\$300,000
	Debt service	\$220,000	
	<b>Subtotals</b>	<b>\$220,000</b>	<b>\$300,000</b>
	<b>Net Operating Expenses</b>		<b>\$80,000</b>
	<b>From Reserves</b>		<b>\$80,000</b>
X99 – Sewer EF	Additional capital funding for Sturges station design (environmental tests) +\$65,000 Additional debt funding for MWRA interest-free loans +\$33,810		\$98,810
	<b>Subtotals</b>		<b>\$98,810</b>
	<b>Net Operating Expenses</b>		<b>\$98,810</b>
	<b>From Reserves</b>		<b>\$98,810</b>
X99 – Storm Water EF	Additional capital funding for Catch Basin Truck +\$25,000		\$25,000
	<b>Subtotals</b>		<b>\$25,000</b>
	<b>Net Operating Expenses</b>		<b>\$25,000</b>

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 9-0 to recommend this Article to Town Meeting. Please see the FINCOM report under Article 3 for more details.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 16, 2019 voted 3-0 to support this Article. Their vote included a \$750,000 request for elementary school space, and occurred before the FINCOM discussion on the matter as described under Article 3.

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**ARTICLE 5** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Select Board

**Background:** In April 2019 the town became aware of an outstanding balance due on one of its Verizon accounts. A staff member in the Accounting office noticed a balance carrying forward in the amount of \$188.34. Inquiry into the matter finally revealed that a monthly bill was not paid back in one of the prior years. Verizon never sent any notice to highlight this oversight, it was discovered by staff inquiry regarding the carryforward balance.

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 9-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

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**ARTICLE 6** To see if the Town will vote to authorize the Select Board to sell, exchange, or dispose of, various items of Town tangible property, upon such terms and conditions as they may determine; or take any other action with respect thereto.

Select Board

**Background:** This Article will be tabled, as it has been replaced by a Select Board Policy.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 7** To see if the Town will vote to transfer funds received from the Commonwealth of Massachusetts in payment for development within the Town's 40R Smart Growth Zoning Districts from Free Cash into the Smart Growth Stabilization Fund; or take any other action with respect thereto.

Select Board

**Background:** The Town receives payments from the state as 40B projects are permitted and then occupied. Such payments are moved into a Smart Growth Stabilization (SGS) Fund under this Article. Previously Town Meeting has been asked to use these SGS funds for expenses related to the Smart Growth Districts, and such a request is expected in the next two years as a capital project to make downtown streetscape improvements has a \$1 million placeholder in the capital plan. Any improvements will go through an extensive public process before being presented to Town Meeting.

As of this writing the Town has not received any 40R payments during this fiscal year. If none are received before November Town Meeting, this Article will be tabled. For financial housekeeping purposes, this Article may appear in the next few Town Meeting Warrants due to the amount of 40R projects under development.

**Finance Committee Report:** No report

**Bylaw Committee Report:** No report

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**ARTICLE 8** To see if the Town will vote to amend the votes taken under Article 15 of the April 22, 2013 Annual Town Meeting to reduce the amount authorized thereby for Sewer Collection System Bonds by \$460,000; and under Article 4 of the April 27, 2015 Special Town Meeting for the Birch Meadow Field Lighting Bonds by \$900,000 respectively; or take any other action with respect thereto.

Select Board

**Background:** This Article is also for financial housekeeping only.

Debt had been authorized for the above projects, and the final costs were known to be less by the amounts stated above before the debt was sold. This Article removes the excess debt authorized.

At April 22, 2013 Annual Town Meeting a debt authorization was approved for \$460,000 under Article 15 for sewer main work on Lewis Street, Charles Street and Howard Street. The project was to be funded by \$110,000 MWRA loan/grant program and \$350,000 from the sewer operating budget for capital projects. The project was completed with the \$350,000 of capital funds and no debt was issued for this project. The debt authorization is unneeded and needs to be rescinded.

At April 27, 2015 Special Town Meeting a debt authorization was approved for \$1,000,000 under Article 4 for the Birch Meadow Field Lighting Project. This project was to install newer energy efficient lighting for the entire Complex (5 fields). Design expenses were paid in the amount of \$100,000 in preparation to put the Birch Meadow Field Lighting Project out to bid. The bids for this project came in much higher than the amount authorized. While some of the field lighting was affordable and the Select Board had prioritized by rank order the five fields for the possibility of high bids, the then Chair and Town Manager agreed to postpone the entire project. The unfunded debt authorization was left on the books to allow the Recreation Committee to complete work on the Birch Meadow Master Plan. As this planning is still in progress, the remaining \$900,000 is now requested to be rescinded and a new plan for the Birch Meadow area will be provided to a future Town Meeting.

Last year, during the budget planning process, Turf II field replacement was advanced in the capital plan at the request of FINCOM due to safety concerns. The Turf II field project was requested in Article 15 at April 2019 Annual Town Meeting with the lighting included as it seemed to make sense to address both the field and the lighting for the field as one project. Thus, there are four remaining fields at Birch Meadow to be considered for future field lighting.

An instructional motion at that Town Meeting requested FINCOM and the Town Accountant to examine all outstanding debt authorizations, and these two requests above are a result of that inquiry.

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 9-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

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**ARTICLE 9** To see if the Town will vote, pursuant to Section 103(j) of Chapter 32 of the Massachusetts General Laws, to accept an increase in the maximum Retirement Cost of Living Base, from \$12,000 to \$14,000, as accepted by the Reading Retirement Board, such acceptance to be effective as of the date that a certification of the Town Meeting vote is filed with the Public Employee Retirement Administration Commission.

Reading Retirement Board

**Background:** Chapter 188 of the Acts of 2010, an Act Relative to Municipal Relief, contained a number of provisions pertaining to public pensions. It became effective on July 27, 2010. Pursuant to Section 19 of Chapter 188 of the Acts of 2010, subsection (j) was added to General Laws, Chapter 32, Section 103, which grants retirement systems the discretion, subject to local legislative approval, to increase the maximum base on which the COLA is calculated in multiples of \$1,000. Presently, the amount is \$12,000. If approved, the COLA Base Increase from \$12,000 to \$14,000 would be effective July 1, 2020. The maximum amount of any COLA is 3%, which means if approved the maximum annual COLA could increase from \$360 per year to \$420 per year, or an increase of \$60 per retiree.

On September 24, 2019, the Retirement Board voted to increase the COLA base from \$12,000 to \$14,000. Acceptance by Town Meeting is deemed to have occurred upon filing of a certification of the vote of the legislative body with PERAC (Public Employee Retirement Administration Commission). A decision to accept a COLA base increase cannot be revoked.

In September 2019, an article titled Boards Still At Original 1997 COLA Base, was written in the Voice. The Voice is a Newsletter for retired public employees. This article highlights 11 communities within Massachusetts with pension funding statuses above 65% that are still at the original \$12,000 COLA base (chart from article provided below). In the article, Frank Valeri, President of the Retirees Association offered the following observations. "Shrewsbury, Concord and Winthrop are certainly in a position to adjust the COLA base in an effort to give back to their retirees some of the asset growth they have experienced, especially since these systems are making the investment earnings on member contributions."

Retirement System	Percentage funded	Valuation Date	'97-'98 Funding	Invest. Ret. Assumption	FY Funding Complete
Leominster	99.7%	1/1/18	64.4%	5.50%	2020
Shrewsbury	92.4%	1/1/18	64.1%	7.50%	2020
Concord	86.5%	1/1/18	64.1%	7.50%	2029
Winthrop	80.8%	1/1/17	60.0%	7.25%	2028
Marlboro	76.4%	1/1/17	55.7%	7.50%	2025
Reading	73.8%	1/1/17	56.8%	7.65%	2029
Framingham	71.4%	1/1/18	67.5%	7.35%	2030
Holyoke	67.7%	1/1/18	64.1%	7.50%	2032
Weymouth	66.1%	1/1/18	55.3%	7.50%	2035
Newburyport	65.3%	1/1/18	52.7%	7.50%	2035
Braintree	65.1%	1/1/18	66.8%	7.65%	2033

Below is a chart showing the COLA base amounts for our peer communities. All but two of Reading's peer communities have increased the COLA base from the original COLA base of \$12,000 that was put into place in 1997.

COLA base amounts for peer communities	
Name	Amount
Andover Retirement Board	\$12,000.00
Belmont Retirement Board	\$13,000.00
Danvers Retirement Board	\$13,000.00
Dedham Retirement Board	\$15,000.00
Milton Retirement Board	\$15,000.00
Natick Retirement Board	\$13,000.00
Shrewsbury Retirement Board	\$12,000.00
Stoneham Retirement Board	\$13,000.00
Wakefield Retirement Board	\$14,000.00
Winchester Retirement Board	\$14,000.00
Middlesex County Retirement Board	\$16,000.00
Bedford	
Burlington	
Tewksbury	
Westford	
Wilmington	
North Reading	
Norfolk County Retirement Board	\$18,000.00
Canton	
Walpole	
Essex Regional Retirement Board	\$14,000.00
Lynnfield	
North Andover	
Bristol County Retirement Board	\$18,000.00
Mansfield	

**Finance Committee Report:** At their meeting on October 9, 2019 the Finance Committee voted 8-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

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**ARTICLE 10** To see if the Town will vote to authorize the Town Manager to enter into a contract or contracts for the purpose of securing the services of an Affordable Housing Monitoring Agent, including any extension, renewal or option under an existing contract, for a term in excess of three years, upon such terms and conditions determined by the Town Manager to be in the best interests of the Town; or take any other action with respect thereto.

Select Board

**Background:** MGL Chapter 30B (the Uniform Procurement Act) limits contracts to a three-year maximum unless the legislative body (Town Meeting in Reading) approves a longer term. The Town has requested that Town Meeting approve such extensions previously for tangible reasons – such as school technology leases, and rubbish contracts.

This request is a bit less tangible. An Affordable Housing Monitoring Agent is always selected by the developer of a project, and then appointed by the Select Board. When hired by a developer, no term limit is cited or needed.

The developer, Pulte Homes, hired a Monitoring Agent for Reading Woods, with the approval of the then Board of Selectmen. All of the units have been sold, and a condominium association is now in place, with a property manager handling daily activities. The untimely death of that Monitoring Agent caused Town Staff to temporarily fill that role, and recently the Select Board appointed the new Agent (LDS Consulting) to a three-year term.

If this Article is approved, the Town Manager could propose to the Select Board a term longer than three years for the current Reading Woods Monitoring Agent, or any other similar situation. This would guarantee continuity in the important affordable housing process in Reading.

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 9-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

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**ARTICLE 11** To see if the Town will vote to authorize the Town Manager to enter into a contract or contracts for the acceptance, processing or disposal of its municipal solid waste, including any extension, renewal or option under an existing contract, for a term in excess of three years, upon such terms and conditions determined by the Town Manager to be in the best interests of the Town; or take any other action with respect thereto.

Select Board

**Background:** The current rubbish disposal contract is due to expire in June 2020.

While disposal contracts are not subject to typical state procurement laws, the town may decide to issue a formal request for competitive quotes from qualified parties instead of renewing with the current contractor. Factors for this decision will include level and quality of service in addition to short-term and long-term cost considerations. At present we are also collaborating with several other communities on this issue.

For additional background, Subsequent Town Meeting in November 2005 authorized the Town Manager to enter into a contract for the town's rubbish hauling and recycling contract exceeding three years but not twenty years. The final deal struck a few months later involved a five-year contract with a five-year renewal, which was exercised and then expired on July 1, 2016. Annual Town Meeting in April 2015 authorized the Town Manager to exceed three years with no limit provided it was in the best interests of the town. A ten-year deal was signed that expires in June 2026, and increases only 3% annually.

Market conditions have changed significantly in the past 20 years for rubbish disposal. Some communities have even lost their vendors on short notice despite having longer term contracts signed. The Town of Reading works closely with both our rubbish disposal and hauling vendors and meet regularly to discuss market volatility, impacted by global economic demand and events. Our reputation for working collaboratively with vendors will hopefully avoid any disruptions to our residents.

The next rubbish disposal contract is expected to be a financial challenge, and we have already shared preliminary budget thoughts with the FINCOM and other elected boards. Volatility in the market is expected to result in contracts offered to the town not longer than ten years in length. This Article requests Town Meeting to give staff the ability to exceed three years in the next contract in order to look out for the best interests of the town.

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 9-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

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**ARTICLE 12** To see if the Town will vote to authorize the Select Board, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Select Board approves amendments to the bill before enactment by the Legislature. The Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING THE TOWN OF READING TO ESTABLISH A MEANS TESTED  
SENIOR CITIZEN PROPERTY TAX EXEMPTION

SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the town of Reading there shall be an exemption from the property tax in an amount to be set annually by the select board as provided in section 3. The exemption shall be

applied to the domicile of the taxpayer only. For the purposes of this act, "parcel" shall be a unit of real property as defined by the board of assessors under the deed for the property and shall include a condominium unit. The exemption provided for herein shall be in addition to any and all other exemptions allowed by the General Laws.

SECTION 2. The board of assessors may deny an application if they find the applicant has excessive assets that place them outside of the intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption under section 1 if all of the following criteria are met:

- (a) The qualifying real property is owned and occupied by a person whose prior year's income would make the person eligible for the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws;
- (b) The qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year and if the joint applicant is 60 years of age or older;
- (c) The qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;
- (d) The applicant or at least 1 of the joint applicants has been domiciled and owned a home in the town of Reading for at least 10 consecutive years before filing an application for the exemption;
- (e) The maximum assessed value of the domicile is no greater than the prior year's maximum assessed value for qualification for the circuit breaker income tax credit under Section 6(k) of chapter 62 of the General Laws as adjusted annually by the Department of Revenue; and
- (f) The board of assessors has approved the application.

SECTION 3. The select board shall annually set the exemption amount provided for in section 1 at one hundred and fifty per cent of the amount of the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws for which the applicant qualified in the previous year. The total amount exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 6. This act shall expire after 3 years of implementation of the exemption.

or take any other action with respect thereto.

Select Board

**Background:** A Special Town Meeting on September 12, 2016 approved four Articles designed to assist the Town's elderly population.

- the first Article increased the elderly tax exemption specified in Chapter 59, Section 5, Clause 41C of the *Massachusetts General Laws* from \$750.00 to \$1,000.00;
- the second Article accepted the provision of General Laws Chapter 59, Section 5 added by Chapter 181 of the Acts of 1995, which authorizes an annual increase in the amount of the exemption granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause 17D;
- the third Article reduced the interest rate specified in any tax deferral and recovery agreement to be entered into pursuant to Chapter 59, Section 5, Clause 41A of the *Massachusetts General Laws*, for any fiscal year beginning on or after July 1, 2017, from 8% to 4%;
- and the fourth Article requested a Home Rule Petition to establish a means tested Senior Citizen Property Tax Exemption for three years.

This Article seeks to extend that Home Rule Petition for another three years, with a minor change requested that will be described below. Since there are many new members to Town Meeting, here is an excerpt of background on the initial request:

### **2016**

In preparation for a future Override, almost two years ago Town Finance staff began researching tax policy that could assist the Reading seniors for which property taxes were a high financial burden. The three previous Articles all assist a very small number of seniors as has been mentioned. However, Town Public Safety and Human/Elder Services staff routinely interact with a much larger senior population, which face both medical and financial challenges to remain in their Reading homes. Many of them have lived in town for decades.

No such tools existed in state tax policy to accomplish this assistance. Several months ago, we learned of two relatively recent Home Rule Petitions – in Sudbury and in Wayland – that aim to protect senior taxpayers. The Assessing division and the Town Manager began researching these options, asking peer communities, local legislators, and the state Department of Revenue. The research showed that interest was high, but only these two communities had made an effort.

The Sudbury model appealed at first, but the two main drawbacks were a tax benefit as high as 50% of the tax bill (\$3,600 on an average home in Reading) and the amount of staff labor involved in reviewing applications and applying local rules to determine eligibility. Combining the approaches from both Sudbury and Wayland lowered the potential benefit, as shown below, and significantly reduced the staff workload. Therefore, this Article seeks a 'third-in-the-state' Home Rule Petition to address property tax financial challenges faced by seniors. In a discussion with our peers, this approach may become a model for other communities, and in speaking to our legislators this effort may find its way into state legislation. It is important to note that the state made clear that it would only consider approving a Home Rule Petition with a term of three years or less. Recently Sudbury sought to extend their initial three-year term to be permanent, but the state denied their request and allowed a three-year extension.

To be eligible for the Reading property tax exemption, the senior:

- (1) has filed and been deemed eligible for a prior year Schedule CB (Circuit Breaker) for the purpose of state income taxes;
- (2) has owned property in Reading for at least ten previous consecutive years; and
- (3) applies annually to the Board of Assessors for the exemption.

The CB state income tax break serves as the basis for determining the local property tax relief. Annually the Board of Selectmen at their Tax Classification Hearing (usually in November, to be effective the following July), will set the exemption between 50% and 200% of the Schedule CB income tax relief. The exact % multiplier will be determined by how many seniors qualify for the exemption, and the total amount of senior tax relief (discussed below) desired by the Board.

Please see the following Table for some examples of possible local property tax relief seen by applicants:

<b>Schedule CB benefit</b>	<b>50% local tax relief</b>	<b>125% tax relief</b>	<b>200% local tax relief</b>
\$1,070 (Maximum)	\$535	\$1,337	\$2,140
\$856 (Average)	\$428	\$1,070	\$1,712

### **2016-2019**

Over the first three years of this program, an average of 180 applicants received a total tax break of \$4,900 (over \$1,600 annually). The default cost of these tax savings fell entirely to the remainder of the residential class. The Select Board split the commercial/industrial/personal property tax rate from the residential one for the first time in Reading, so that all classes of taxpayers shared in the cost of this Senior Tax Relief program. Below is a summary for these first three years:

	<b>Applicants</b>	<b>Granted</b>	<b>Factor</b>	<b>Max Amt</b>	<b>Shifted</b>
FY 2020	186	182	1.5x	\$1,650	\$259,409
FY 2019	182	175	1.5x	\$1,620	\$262,653
FY 2018	193	183	2.0x	\$2,140	\$362,195
<b>TOTAL</b>	<b>561</b>	<b>540</b>			<b>\$884,257</b>

### **2019 – one small change**

This Home Rule Petition changes the 50% to 200% annual range to be voted by the Select Board and fixes it at 150% (see Section 3 of this Article). The Board agreed to request this change, as a higher % had the undesirable effect of making some taxpayers ineligible in the following year, and a lower % was simply not enough financial assistance. Recall from above the wide range of initial uncertainty as to how many applicants would step forward and finally be determined to qualify for the program. No other changes are requested to the original program.

State-wide interest in senior tax relief has risen significantly over the past three years, with the Reading model as a centerpiece. We expect to see legislation in the coming years, so that other communities may more easily adopt such tax relief. Meanwhile, Reading is proud to have stepped forward to help our seniors ‘age in place’.

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 9-0 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

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**ARTICLE 13** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By inserting into Section 5.6.5.3, in appropriate alphabetical order, a new definition, as follows:

**Hemp:** As defined in M.G.L. c.94G, §1.

2. By deleting the definition of Marijuana, in its entirety, from Section 5.6.5.3, and inserting, in place thereof, a new definition, as follows:

**Marijuana:** As defined in M.G.L. c.94G, §1.

or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** Article 13 is an amendment to Section 5.6.5.3 of the Zoning Bylaw, *Definitions*, under Section 5.6.5 *Special Requirements for Registered Medical Marijuana Dispensaries*. Article 13 removes the current definition of Marijuana and replaces it with the definitions of Marijuana and Hemp found in M.G.L. c.94G, §1. The Town's existing regulations for Medical Marijuana and the Town's existing prohibition of commercial Marijuana Establishments are NOT proposed to change with this amendment.

The current Zoning Bylaw definition of Marijuana includes, and effectively prohibits, 'all parts of the plant Cannabis sativa L.' As such, the current definition also effectively limits the Town's ability to establish regulations for hemp and hemp-derived products that are separate from the Town's regulations for Marijuana, should the Town so choose. As proposed under this amendment, establishing distinct definitions for Marijuana and Hemp, and aligning these definitions with the M.G.L. c.94G, §1 definitions, will enable the Town to establish separate regulations and to more easily enact and enforce the Commonwealth's policy initiatives, should the Town so choose.

An affirmative vote for this amendment will change the definition of Marijuana and add a definition of Hemp; it will NOT change the Town's existing regulations for Medical Marijuana or the Town's existing prohibition of commercial Marijuana Establishments. A negative vote for this amendment will leave the current definition of Marijuana under Section 5.6.5.3 as is and all parts of the plant, including Hemp, will be prohibited.

The M.G.L. c.94G, §1 definitions of Marijuana and Hemp are as follows:

(e) "Hemp", the plant of the genus Cannabis or any part of the plant, whether growing or not, with a delta-9-tetrahydrocannabinol concentration that does not exceed 0.3 per cent on a dry

weight basis of any part of the plant of the genus Cannabis, or per volume or weight of marijuana product, or the combined per cent of delta-9-tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus Cannabis regardless of moisture content.

(g) "Marijuana" or "Marihuana", all parts of any plant of the genus Cannabis, not excepted below and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in section 1 of chapter 94C of the General Laws; provided that "Marijuana" shall not include:

(1) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;

(2) Hemp; or

(3) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other products.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 14** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By deleting Note 1 and all references thereto from Section 5.3.1, Table of Uses for Business and Industrial Districts, and renumbering existing Notes 2 through 6, and all references thereto in the Table, as Notes 1 through 5, respectively, to account for these deletions.
2. By revising Note 1 to Section 5.3.2, Table of Uses for Residence Districts, as shown below, with additions being shown in bold and deletions being struck through:

1. In a Residence District, a single-family dwelling existing prior to April, 1942, which at that time had at least eight (8) finished and habitable principal rooms, **upon receipt of a Special Permit from the Zoning Board of Appeals**, may be ~~altered~~-converted into a two-family dwelling, provided that the **conversion does not increase the gross floor area of the structure by the lesser of 1000 square feet or one-third of the gross floor area of the dwelling existing on the date of application for conversion or on January 1, 2020, whichever is earlier, and that the** external appearance of a **the existing** single-family dwelling is retained.

**After a structure is converted to a two-family under this Footnote, no future additions to the structure will be allowed. At such time that the original pre-1942 single-family dwelling is voluntarily demolished, rights to a two-family under this Footnote – whether granted by-right (prior to November 2019) or by Special Permit – shall be discontinued.**

3. By removing Note 1 from the entry in Table 5.3.2 for “Single Family Dwelling” under the column for the RES/S-15/S-20/S-40 Zoning Districts, and assigning Note 1 to the entry for Two-Family Dwelling under the column for the RES/S-15/S-20/S-40 Zoning Districts.

or take any other action with respect thereto.

#### Community Planning and Development Commission

**Background:** Article 14 is an amendment to Footnote 1 of Section 5.3.1, *Table of Uses for Business and Industrial Districts*, and Section 5.3.2, *Table of Uses for Residence Districts*, of the Zoning Bylaw. Footnote 1 is a provision that allows single-family homes to be altered into two-family homes by-right if certain conditions are met. In recent years, interpretation and administration of Footnote 1 has presented challenges for staff and applicants, as the parameters and intent of the Footnote are unclear.

Article 14 removes Footnote 1 entirely from Table 5.3.1 because it is redundant: two-family homes are allowed by-right in the Business A Zoning District.

Article 14 corrects the location of Footnote 1 in Table 5.3.2, clarifies the language and parameters for conversion, and establishes that it will be allowed by Special Permit from the Zoning Board of Appeals. The Special Permit process requires abutter notification and a public hearing, which is important given that Footnote 1 essentially allows a change of use (single- to two-family) and the potential for a change to neighborhood character.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 15** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By inserting in Section 2.0, Definitions, in alphabetical order, the following definition:

**Mixed Use:** The combination of two or more permitted principal uses from different principal use categories in the Table of Uses, one of which is a Residential Use, within a structure or project.

2. By adding new Section 5.2.4, to read as follows:

**5.2.4** Any lot or structure within a Business or Industrial District may contain multiple principal and accessory uses insofar as each use is permitted either by-right or by special permit in that district. If one of the uses is a Residential Use, then the Mixed-Use Regulations shall apply.

3. By inserting a new row to Section 5.3.1, Table of Uses for Business and Industrial Districts, under the category of “Other Uses” and immediately following the existing row for “Live/Work Facility,” as follows:

PRINCIPAL USES	BUS A	BUS B	BUS C	IND	PUD-B Overlay	PUD-I Overlay
Other Uses						
Mixed-Use	SPP	No	SPP	No	No	No

4. By adding a new Section 5.6.8, to read as follows:

**5.6.8 Mixed-Use Regulations**

In a Mixed-Use project, the uses may be combined either horizontally or vertically. In a Mixed-Use project, the uses may be combined within the same structure, as described herein, or separated into different structures if approved by the CPDC. Mixed-Use projects along south Main Street shall be designed to comply with the South Main Street Design Best Practices, to the maximum extent practicable. The CPDC may, by Special Permit, authorize a Mixed-Use project within the Business A or Business C zoning districts, provided that the following requirements are met:

**5.6.8.1 Dimensional Requirements**

The Intensity Regulations of Section 6.0 and the Dimensional Requirements of Table 6.3 shall apply, with the following exceptions:

- a. A Mixed-Use project proposed on a corner lot may have a 0’ setback from both streets.
- b. A Mixed-Use project with a permanent shared parking arrangement with any abutting property may have a 0’ setback from said abutting property.

**5.6.8.2 Commercial Component**

- a. The gross floor area dedicated to commercial space within a Mixed-Use project shall be not less than 25% of the gross floor area of the structure or structures comprising the project, after spaces for access, circulation, egress, mechanicals, and utilities are netted out.

A Mixed-Use project that provides space for existing commercial tenants, so as to maintain current viable businesses on the premises post-redevelopment, shall be given favorable consideration on requests for waivers, dimensional or otherwise.

**5.6.8.3 Residential Component**

- a. In the portion of a Mixed-Use project that fronts on Main Street, residential units shall be located at the rear or on upper floors only.
- b. Affordable units shall be provided in projects of ten (10) or more residential units, as follows:
  - 1. A minimum of 10% of units shall be made affordable to households earning at or below 80% of Area Median Income, as determined annually by the United States Department of Housing and Urban Development (HUD).
  - 2. Fractional numbers shall always be rounded up (i.e., 1.4 shall be rounded up to 2).
  - 3. The CPDC may waive or allow flexibility for certain dimensional requirements of Section 6.0 and Table 6.3 for a Mixed-Use project that provides at least 10% of units at or below 50% of Area Median Income, OR that provides at least 15% of units at 80% of Area Median Income.

#### 5.6.8.4 Parking

- a. Parking for residential units shall be provided at a minimum ratio of 1.25 per unit.
- b. Parking for commercial uses shall be provided at a minimum ratio of 1 per 300 square feet. Shared parking arrangements between sites are encouraged for commercial uses.
- c. Up to 30% of the total required parking spaces for a Mixed-Use project may be striped and marked as compact spaces (8' X 16').
- d. A comprehensive parking plan shall be submitted that shows that the parking for the Mixed Use project is sufficient in terms of the residential use, as well as the commercial use, detailing how both would work together and be managed.
- e. Bicycle parking shall be provided in any residential parking garage, and on-site for commercial uses.
- f. A Mixed-Use project that provides one or more electric vehicle charging stations, or accommodations for car-sharing (i.e. Zip Car), or one or more spaces for App Ride/TNC drop-off and pick-up shall be given favorable consideration on requests for waivers, dimensional or otherwise.

#### 5.6.8.5 Loading

- a. Loading shall not be staged on Main Street or on any principal streets, side streets or residential streets.
- b. Loading spaces shall be contained entirely on the property of the Mixed-Use project.
- c. One (1) loading space shall be provided for each Mixed-Use project.
- d. An Applicant shall provide a Loading Management Plan that clearly describes how loading for commercial and residential uses will occur and be managed, and how any adverse impacts of such to residential tenants and abutters will be avoided and/or mitigated.

#### 5.6.8.6 Curb Cuts & Driveways

- a. A Mixed-Use project should strive to limit the number and length of curb cuts on Main Street. Where feasible, the Site Plan may consider alternative access points from side streets.
- b. A Mixed-Use project that provides for a future driveway connection to an adjacent parcel or parcels shall be given favorable consideration on requests for waivers, dimensional or otherwise.

5.6.8.7 Waivers

- a. Upon request from the Applicant, the CPDC may consider waiving dimensional and/or other requirements from Sections 5.6.8 and 6.0, and Table 6.3, to promote design flexibility and achieve appropriate density, affordability, mix of uses or design quality if it finds such waiver(s) maintain the intent, purpose and objectives of these Sections.
- b. The provisions of Sections 5.6.8.2 and 5.6.8.3 shall not be waived.

or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** Article 15 is an amendment to Section 2.0, *Definitions*, and Section 5.0, *Use Regulations*, of the Zoning Bylaw. Article 15 adds a definition of Mixed-Use to Section 2.0 and creates a process and regulations for Mixed-Use in Section 5.0. Specifically, the use will be allowed by Special Permit from the Community Planning & Development Commission (CPDC) in Business A and Business C Zoning Districts.

There are Business A Zoning Districts throughout Town: the largest districts flank both sides of south Main Street; there are smaller districts at the center of Main Street (including the Gulf Station), at the north end of Main Street (including Home Goods), and in the southwestern part of Town (including the Mobil Station on West Street). The Business C Zoning District is located at the southern end of Town and is almost entirely built-out with the Reading Woods housing development. As such, the focus of these amendments is Business A; Business C is only included to avoid conflicts with other sections of the Zoning Bylaw.

The current Zoning Bylaw allows both multi-family and commercial uses in Business A and Business C, but whether mixed-use is allowed is unclear, and the current regulations for multi-family make projects with a multi-family component practically difficult to achieve.

Article 15 will define Mixed-Use, expressly allow Mixed-Use by Special Permit from the CPDC, and will establish regulations specific to Mixed-Use that attempt to honor the Main Street commercial corridor while allowing enough flexibility that housing can be a viable component of any Mixed-Use redevelopment project. The regulations include provisions regarding: dimensions and setbacks (more about this in Article 16); the commercial component; the residential component, including an affordability requirement; parking and loading requirements; curb cuts and driveways; and waivers.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

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**ARTICLE 16** To see if the Town will vote to amend Section 6.0, Intensity Regulations, of the Zoning Bylaw as shown below, with additions being shown in bold italics and deletions being struck through:

**6.0 INTENSITY REGULATIONS**  
No use shall be established, nor building or structure erected in any district unless it conforms to the dimensional regulations of the Zoning Bylaw, ***or has been granted the proper relief***. No existing lot, building or structure shall ***be made non-conforming or***

***become more non-conforming with the dimensional regulations of the Zoning Bylaw unless granted the proper relief.***

**6.1 General Requirements**

**6.1.1 Dimensional Requirements**

Dimensional requirements for all uses and buildings shall be as set forth in Section 6.3, the "Table of Dimensional Controls." The letters "NA" in this table denote that specific dimensional controls are not applicable to a particular use. Additional requirements shall be as set forth in Sections 6.2 and 6.3.

**6.2 Supplementary Requirements**

All buildings, structures and uses shall be subject to the following additional requirements:

**6.2.1 Lot Shape**

**6.2.1.1 Minimum Lot Width Specified**

Any newly created lot in a Residential District for which a minimum lot width is specified shall satisfy the following requirements:

- a** Each lot shall have, in addition to the required frontage, the required minimum lot width at all points between the required frontage and the nearest point on the front wall of any dwelling on such lot; and
- b** The angles formed by the intersection of the side lot lines and the right-of-way providing the minimum frontage shall not be less than 45 degrees, ***unless said frontage is on a cul-de-sac bulb.***

**6.2.1.2 Minimum Lot Width Not Specified**

Any newly created lot in any Zoning District for which a minimum lot width is not specified shall satisfy the following requirement:

- a** The angles formed by the intersection of the side lot lines and the right-of-way providing the minimum frontage shall not be less than 45 degrees, ***unless said frontage is on a cul-de-sac bulb.***

**6.2.2 Yards**

**6.2.2.1**

In Residence Districts, yard requirements shall not apply to projecting eaves, cornices, chimneys, steps, bow or bay windows, windowsills and belt courses that do not increase the gross floor area of the building.

**6.2.3 Height**

**6.2.3.1**

In the Industrial District, a hotel or motel may have a maximum height of eighty-four (84) feet if the following conditions are satisfied:

- a** No hotel or motel building may cast an unacceptable shadow as determined by the CPDC based on stamped and sealed shadow studies submitted by the Applicant, on any building or lot containing a dwelling unit in existence at the time of the building permit application;
- b** Along a major street, the hotel or motel building shall be set back a minimum of fifty (50) feet and a landscaped or naturally vegetated buffer at least twenty (20) feet wide shall be provided along the major street, except where there are curb cuts.

**6.2.4 Gross Floor Area**

**6.2.4.1** In Apartment 40 and Business A Districts, the gross floor area of a ~~M~~ulti-~~F~~amily ~~D~~welling, *that is not part of a Mixed-Use project*, shall not exceed forty percent (40%) of the lot area.

**6.2.4.2** In the Apartment 80 Districts, the gross floor area of a ~~M~~ulti-~~F~~amily ~~D~~welling shall not exceed the lot area.

**6.2.4.3** *The gross floor area dedicated to commercial space within a Mixed-Use project shall be not less than 25% of the gross floor area of the structure or structures comprising the project, after spaces for access, circulation, egress, mechanicals, and utilities are netted out.*

**6.2.5 Landscaped Area**

**6.2.5.1** In Apartment 40 and Business A Districts, not less than twenty-five percent (25%) of the area of a lot containing a ~~M~~ulti-~~F~~amily ~~D~~welling, *that is not part of a Mixed-Use project*, shall be a landscaped area.

**6.2.5.2** In Apartment 80 Districts, not less than thirty-five percent (35%) of the area of a lot containing a ~~M~~ulti-~~F~~amily ~~D~~welling shall be a landscaped area.

**6.2.6 Buildings Per Lot**

**6.2.6.1** In the Apartment 80, **Business A**, Business C, Industrial and PUD-I Districts, a lot may have more than one principal building.

**6.2.6.2** Where two or more principal buildings are permitted on the same lot:

- a** The minimum distance between the buildings shall be determined, at the discretion of the Building Inspector, as follows:
  - 1** The total distance between the proposed building(s) and any proposed or existing building(s) on the lot is adequate to meet Building Code and Fire Code requirements, accounting for fire-rating and other fire prevention/suppression features; and
  - 2** The Fire Department has sufficient access between the buildings.
- b** The area between the buildings shall be maintained and kept clear by the property owner.

**6.2.7 Upland Requirement**

Any portion of a lot lying within a delineated wetlands resource area, as determined by the Reading Conservation Commission, may be credited to the minimum lot area requirements set forth in Section 6.3 only if the portion outside such wetlands resource area is of at least the following size:

<b><u>Zoning District</u></b>	<b><u>Minimum Area Outside of Wetlands Resource Area</u></b>
Single Family 15	12,000 square feet
Single Family 20	12,000 square feet
Single Family 40	20,000 square feet

**6.3 Table of Dimensional Controls**

Use	Minimum Lot Width (Feet)	Minimum Area (Square Feet)	Minimum Frontage (Feet)	Required Front Yard <sup>1</sup> (Feet)	Required Side Yard (Feet)	Required Rear Yard (Feet)	Maximum Coverage % of Lot	Maximum Building Height <sup>2</sup> (Feet)
<b>One or Two Family Dwelling</b>								
In S-15 District	60	15,000	100	20	15	20	25	35
In S-20 Districts	80	20,000	120 <sup>3</sup>	20	15	20	25	35
In S-40 Districts	80	40,000	200	20	15	20	25	35
In A-40 Districts		10,000	80	20	15	20	25	40
In Bus-A Districts		NA	NA	15 <sup>4</sup>	10 <sup>4</sup>	20 <sup>4</sup>	25	45
<b>Multi-Family Dwelling</b>								
In A-40 Districts		40,000	80	30	30	30	25	40
In A-80 Districts		80,000	NA	60	60	60	12.5	60
In Bus-A Districts		40,000	NA	15	30	30	25	40
In S-15 Districts		100,000 +	100	20	15	20	25	35
In S-20 Districts		100,000 +	120	20	15	20	25	35
In S-40 Districts		100,000 +	200	20	15	20	25	35
In A-40 Districts		100,000 +	80	20	15	20	25	40
In A-80 Districts		100,000 +	NA	20	NA	NA	NA	60
<b>Mixed-Use</b>								
<i>In Bus-A Districts</i>		<i>NA</i>	<i>NA</i>	<i>0</i>	<i>10<sup>4</sup></i>	<i>20<sup>4</sup></i>	<i>60</i>	<i>45</i>
<i>In Bus-C Districts</i>		<i>NA</i>	<i>NA</i>	<i>10<sup>4</sup></i>	<i>10<sup>4</sup></i>	<i>10<sup>4</sup></i>	<i>60</i>	<i>55<sup>5</sup></i>
<b>Hotel or Motel</b>								
In Bus-A Districts		NA	NA	50 <sup>4</sup>	10 <sup>4</sup>	20 <sup>4</sup>	60	45
In Bus-B Districts		NA	NA	NA	NA	20	85	45
In Bus-C Districts		NA	NA	10 <sup>4</sup>	10 <sup>4</sup>	10 <sup>4</sup>	60	55 <sup>5</sup>
In Ind Districts		NA	NA	50 <sup>6 &amp; 8</sup>	20 <sup>6</sup>	20 <sup>6</sup>	60	60 <sup>7</sup>
<b>Other Permitted Principal Use</b>								
In S-15 Districts		15,000	100	20	15	20	25	35
In S-20 Districts		20,000	120	20	15	20	25	35
In S-40 Districts		40,000	200	20	15	20	25	35
In A-40 Districts		10,000	80	20	NA	NA	NA	40
In A-80 Districts		80,000	NA	20	NA	NA	NA	60

Use	Minimum Lot Width (Feet)	Minimum Area (Square Feet)	Minimum Frontage (Feet)	Required Front Yard <sup>1</sup> (Feet)	Required Side Yard (Feet)	Required Rear Yard (Feet)	Maximum Coverage % of Lot	Maximum Building Height <sup>2</sup> (Feet)
In Bus-A Districts		NA	NA	15 <sup>4</sup>	10 <sup>4</sup>	20 <sup>4</sup>	60	45
In Bus-B Districts		NA	NA	NA	NA	20	85	45
In Bus-C Districts		NA	NA	10 <sup>4</sup>	10 <sup>4</sup>	10 <sup>4</sup>	60	55 <sup>5</sup>
In Ind Districts		NA	NA	20 <sup>6 &amp; 8</sup>	20 <sup>6</sup>	20 <sup>6</sup>	60	60
<b>Exempt Uses – School and Church</b>								
In S-15 Districts		15,000	100	15	30	30	25	35
In S-20 Districts		20,000	120	15	30	30	25	35
In S-40 Districts		40,000	200	15	30	30	25	35
In A-40 Districts		10,000	80	NA	30	30	NA	40
In A-80 Districts		80,000	NA	NA	30	30	NA	60
In BUS-A Districts		NA	NA	10 <sup>4</sup>	30 <sup>4</sup>	30 <sup>4</sup>	60	45
In BUS- B Districts		NA	NA	NA	30	30	85	45
In BUS-C Districts		NA	NA	10 <sup>4</sup>	30 <sup>4</sup>	30 <sup>4</sup>	60	55
In Ind Districts		NA	NA	20 <sup>6 &amp; 8</sup>	20 <sup>6</sup>	20 <sup>6</sup>	60	60
<p>1 In Residence Districts, irrespective of the requirements set forth in this Table, the required front yard for any building other than a <del>M</del>multi-<del>F</del>family <del>D</del>dwellling shall be ten (10) feet or the average of the actual front setbacks of the buildings on the adjacent lots on either side, whichever is greater. For the purposes of this requirement, if an adjacent lot is vacant, it shall be deemed to be occupied by a building with a required front yard as specified in this Table.</p> <p>2 Maximum height limits shall not apply to appurtenances such as: chimneys, elevators, poles, spires, tanks, towers or similar structures not intended to be used for human occupancy.</p> <p>3 In Single Family 20 Districts, the required frontage shall be reduced to not less than eighty (80) feet if the street line is a curve having a radius of not more than two hundred (200) feet, and the lot has a width of not less than one hundred twenty (120) feet, measured along the rear of the required front yard.</p> <p>4 In Business A and C Districts, the required yard measured from a street which is not designated as the front lot line shall be twenty (20) feet for any building other than a <del>M</del>multi-<del>F</del>family <del>D</del>dwellling, <b>which shall be 30 feet. A Mixed-Use project proposed on a corner lot may have a 0' setback from both streets. A Mixed-Use project with a permanent shared parking arrangement with any abutting property may have a 0' setback from said abutting property.</b></p> <p>5 Fifty-five (55) feet, except ninety-five (95) feet if the structure is located within four hundred (400) feet of the property line adjacent to Route 128, as the property line exists on May 1, 2000, including ramps, and south of Jacob Way and excluding areas within two hundred (200) feet of the residential zoning district to the west, all as more specifically shown on a plan entitled: "Plan Showing Height Limitation and Setback Areas, Business C District in Reading, Mass.," dated March 27, 2000, Scale 1" = 60', by Hayes Engineering, Inc., on file with the Reading Town Clerk.</p>								

Use	Minimum Lot Width (Feet)	Minimum Area (Square Feet)	Minimum Frontage (Feet)	Required Front Yard <sup>1</sup> (Feet)	Required Side Yard (Feet)	Required Rear Yard (Feet)	Maximum Coverage % of Lot	Maximum Building Height <sup>2</sup> (Feet)
6	Where an Industrial District lot directly adjoins another Industrial District lot, the applicable Required Side Yard or Required Rear Yard where the adjacency occurs can be reduced or eliminated, at the discretion of the Building Inspector, if the following conditions are met: <ul style="list-style-type: none"> <li>a The total distance between the proposed building(s) and existing building(s) on adjacent lots is adequate to meet Building Code and Fire Code requirements, accounting for fire-rating and other fire prevention/suppression features; and</li> <li>b The Fire Department has sufficient access between the proposed building(s) and existing building(s) on adjacent lots. The area(s) between any proposed building(s) and the lot line(s) shall be maintained and kept clear by the property owner.</li> </ul>							
7	Except as provided in Section 6.2.3.1							
8	In an Industrial District, the Required Front Yard shall be five (5) feet for canopies over any drive-through facility.							

or take any other action with respect thereto.

Community Planning and Development Commission

**Background:** Article 16 is an amendment to Section 6.0, *Intensity Regulations*, of the Zoning Bylaw. Article 16 adds Mixed-Use to Section 6.3, *Table of Dimensional Controls*, establishes the dimensional controls, and clarifies language in certain subsections to ensure that the Intensity Regulations of Section 6.0 align with the Mixed-Use Regulations of Section 5.0 described in Article 15.

In Section 6.3, *Table of Dimensional Controls*, the proposed requirements and setbacks for Mixed-Use are based on requirements and setbacks currently allowed for other uses (i.e., Hotel or Motel) in the Business A and Business C Zoning Districts. The one exception to this is the 0-foot Front Yard Setback allowed for Mixed-Use in Business A.

As in Article 15, Business C is included to avoid conflicts with other sections of the Zoning Bylaw and is not the primary focus of the amendments under Article 16.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

**ARTICLE 17** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum or sums of money, not to exceed \$35,000, to engage an independent engineer or related professional contractor to perform a comprehensive audit to detect natural gas leaks in Town. Using proven leak measurement methodology, the contractor will characterize the nature and extent of natural gas leaks on public right of ways or Town property, including roadways and outdoor areas around schools

and other Town-owned buildings; provided, however, that, if a gas leak appears to extend onto private property and the property owner allows access thereto, the contractor may characterize the combined public and private extent of those readings.

Select Board members Vanessa Alvarado and Andrew Friedmann

**Background:** This Article funds an independent audit of gas leaks in the Town of Reading. We recommend an independent audit because of the audit results of three nearby towns, each of which found a significantly higher number of leaks than previously reported by National Grid. Gas leaks are dangerous, costly, and contribute to global warming.

The number of gas leaks in Reading that have been reported to the Department of Public Utilities by National Grid is increasing. The risk of these leaks was highlighted by the explosions in November 2018 in the Merrimack Valley. Similar circumstances in Reading could result in these devastating types of explosions. In two of the towns that conducted independent audits, Grade I leaks, those that pose existing or probable hazards to persons or property, were detected by the independent audits and immediately repaired.

Leaked gas is also harmful to human health. Adults and children breathing natural gas are exposed to over 100 toxic chemicals present in the gas as a result of fracking.

Gas leaks also create a financial burden to residents. Non-ratepayers are impacted due to the higher rates for municipal and school buildings. Ratepayers face a double impact, both as residents and as natural gas consumers themselves. The financial cost of gas leaks also extends to property owners, including the town, in the form of damaged trees. Natural gas leaks can damage or kill trees by suffocating their roots, so residents and the town lose money due to damage, maintenance and replacement of trees. A number of towns have successfully recouped money for damaged or dead trees while others have realized cost savings by avoiding planting new trees where there are gas leaks.

Gas leaks contribute to global warming. Pound for pound, methane (90% of natural gas) traps 84 times as much atmospheric heat as carbon dioxide. An academic study indicated that almost all of the methane in the air over the Boston area came from natural gas.

Citizen awareness and alarm is growing across the Commonwealth. An online petition signed by over 200 citizens of Reading and print petitions signed by over 80 citizens request this audit. An independent audit will provide Reading residents with more accurate information regarding the location, size, and nature of natural gas leaks in town.

The audit will proceed iteratively, with the first phase (Phase I) comprised of a mobile driving survey (see example of results below) using a Cavity Ringdown Spectrometer to measure methane concentrations above roads that lie along the gas distribution lines throughout Reading. Any Grade I leaks detected during Phase I of the audit will be reported to National Grid.

Information gathered during Phase I will be used to determine where to focus Phase 2. Large volume leaks can be identified using the leak extent method during the Phase II portion of the audit. Large volume leaks result in the greatest fracked natural gas exposure to both humans and the environment, constitute the greatest cost to ratepayers, and make up the largest contribution of methane emissions to the atmosphere. Gas leaks near trees may be audited to determine whether they endanger the trees.

The phased approach to the work would lend itself to direction from a group of stakeholders. The stakeholders may include, but need not be limited to, the auditor, a member of the Climate Advisory Committee, a member of the Select Board, the Town Manager, and staff from the Department of Public Works. Once the Phase I work is complete, the stakeholders would take information from Phase I and determine how, or if, to proceed with Phase II work.

This audit does not authorize Reading town staff to repair gas leaks or dig up gas lines. Leak repairs and pipeline replacement remain the responsibility of National Grid.

As part of a 20+ town cooperative initiative, Reading can work with National Grid to prioritize large volume leaks for repair. These repairs will address the leak's that have significant environmental impact, save the town and residents money, reduce human exposure to toxic chemicals and save our town's trees.

**Finance Committee Report:** At their meeting on October 16, 2019 the Finance Committee voted 8-1 to recommend this Article to Town Meeting.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

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**ARTICLE 18** To see if the Town will vote to name the lighted softball field in the Birch Meadow complex "Frances 'Frank' Driscoll field"; or take any other action with respect thereto.

By Petition

**Background:** To be presented by the Petitioners at Town Meeting.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** No report.

**\*Select Board Report:** The Select Board on October 15, 2019 voted 4-0 to support this Article.

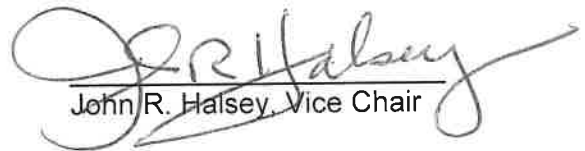
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 12, 2019, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this 9<sup>th</sup> day of September, 2019.



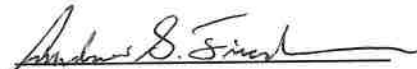
Vanessa I. Alvarado, Chair



John R. Halsey, Vice Chair



Mark L. Dockser, Secretary



Andrew S. Friedmann



Anne D. J. Landry

SELECT BOARD MEMBERS OF READING

  
Thomas Freeman, Constable



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# Town of Reading Capital Improvements Plan

## November 2019

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	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY20-30
<b>Summary</b>													
Facilities - General/CORE	1,117,500	190,000	500,000	100,000	100,000	820,000	181,000	100,000	260,000	145,000	100,000	100,000	2,596,000
Facilities - School Buildings	660,000	393,000	50,000	15,000	-	12,000	-	-	-	-	-	-	470,000
Facilities - Town Buildings	125,000	-	15,000	-	-	-	-	-	-	-	-	-	140,000
Public Schools - General	155,000	210,000	415,000	110,000	165,000	165,000	177,500	135,000	135,000	160,000	160,000	160,000	1,992,500
Administrative Services	100,000	100,000	225,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,475,000
Finance	-	-	-	-	-	-	-	600,000	-	-	-	-	600,000
Public Library	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Public Services	115,000	15,000	15,000	25,000	25,000	25,000	360,000	470,000	365,000	25,000	25,000	-	1,370,000
Public Safety - Fire/EEMS	81,600	941,000	232,000	395,000	50,000	85,000	900,000	140,000	1,515,000	440,000	60,000	-	4,758,000
Public Safety - Police/Dispatch	15,000	507,500	-	110,000	-	40,000	-	77,500	25,000	-	45,000	-	805,000
Public Works - Equipment	257,000	540,000	355,000	235,000	671,000	469,000	298,000	260,000	50,000	-	130,000	-	3,038,000
Public Works - Parks & Cemetery	250,000	75,000	100,000	300,000	100,000	100,000	100,000	100,000	200,000	200,000	200,000	100,000	1,575,000
Public Works - Roads	600,000	600,000	600,000	600,000	1,025,000	625,000	625,000	700,000	700,000	725,000	775,000	800,000	7,775,000
<b>TOTAL CAPITAL REQUESTS</b>	<b>3,476,100</b>	<b>3,581,500</b>	<b>2,517,000</b>	<b>2,165,000</b>	<b>2,205,000</b>	<b>2,476,000</b>	<b>2,776,500</b>	<b>2,747,500</b>	<b>3,405,000</b>	<b>1,855,000</b>	<b>1,655,000</b>	<b>1,320,000</b>	<b>26,704,500</b>
FINCOM policy: 5% debt + capital	4,760,067	4,957,297	5,117,110	5,284,395	5,476,505	5,551,917	5,690,715	5,632,983	5,978,008	6,128,278	6,291,465	6,438,522	62,678,016
- Net Included Debt	1,514,551	1,595,932	2,289,476	2,357,544	2,628,351	2,534,944	2,771,088	2,229,300	1,958,900	1,761,500	1,704,500	1,647,500	23,479,035
FINCOM 5% Target Cap. Finding	3,265,517	3,361,365	2,827,634	2,926,851	2,788,154	3,016,973	2,919,627	3,603,683	4,019,908	4,366,778	4,576,965	4,791,022	39,199,981
- Temp shift to Oper budgets	132,417	-	-	-	-	-	-	-	-	-	-	-	-
FINCOM Target Capital Funding	3,133,100	3,361,365	2,827,634	2,926,851	2,788,154	3,016,973	2,919,627	3,603,683	4,019,908	4,366,778	4,576,965	4,791,022	39,199,981
Original Funding Voted or Proposed	3,133,100	2,599,500	2,800,000	2,900,000	2,750,000	3,000,000	2,900,000	3,375,000	4,000,000	4,350,000	4,550,000	4,775,000	38,199,500
Additional FINCOM funding	-	-	-	-	-	-	-	-	-	-	-	-	-
Additional Funding Nov TM	343,000	982,000	-	-	-	-	-	-	-	-	-	-	982,000
Additional Funding April TM	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REQUESTS</b>	<b>3,476,100</b>	<b>3,581,500</b>	<b>2,517,000</b>	<b>2,165,000</b>	<b>2,205,000</b>	<b>2,476,000</b>	<b>2,776,500</b>	<b>2,747,500</b>	<b>3,405,000</b>	<b>1,855,000</b>	<b>1,655,000</b>	<b>1,320,000</b>	<b>26,704,500</b>
Annual Surplus (Deficit)	-	-	283,000	735,000	544,000	524,000	123,500	827,500	595,000	2,495,000	2,895,000	3,455,000	-
Cumulative Surplus (Deficit)	-	-	283,000	1,018,000	1,562,000	2,086,000	2,209,500	3,037,000	3,632,000	6,127,000	9,022,000	12,477,000	-

# Town of Reading Capital Improvements Plan

## November 2019

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	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY20-30
<b>Facilities - CORE</b>	1,117,500	190,000	500,000	100,000	100,000	820,000	181,000	100,000	250,000	145,000	100,000	100,000	3,713,500
Energy (Performance Contract) \$4.95mil	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Energy Improvements II OPM/Design			300,000										300,000
Energy (Green Repairs) \$1.05mil	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Sch & Tn Bldg Security OPM & Design Services	500,000												-
<b>Bldg Security - \$4.0mil</b>													-
Permanent Bid Committee	150,000	150,000	150,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,200,000
RMHS Building project - \$55mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Bldg proj - \$6 mil Lig. some debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Retaining Wall - \$0.5mil debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Turf 2 Design Work	200,000												-
<b>RMHS Turf 2 - \$2.225 mil debt</b>													-
RMHS Stadium Turf & Track & Ropes course \$3.2 mil TBD debt													-
RMHS Fishhouse floor/bleachers \$1.7 mil TBD debt													-
Coolidge MS Roofing project \$2.9mil													-
Parker MS Roofing project \$1.6mil													-
<b>Modular Classrooms \$1.2m</b>													-
Elementary School Space Planning	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
227,500													-
<b>Elementary School Space</b>													-
Killam Building project TBD xDebt		TBA											-
Barrows/Wood End Bldg projects \$0.8mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	Debt	Debt	Debt	Debt	Debt	Debt	-
Barrows/Wood End Bldg projects	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Birch Meadow Roofing project \$1.5 mil													-
Library Building project \$18.4 mil	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	Debt	Debt	Debt	Debt	Debt	Debt	-
Town Hall Roofing project \$450k													450,000
Main St. Fire Sta Roofing project \$225k													225,000
Community Center TBA xDebt if >\$5mil													-
DPW Bldg project TBA xDebt or Project Financing													-
Electrician Van Ford E350 Econoline (2014)							45,000						45,000
Carpenter's Pickup Ford F-350 (2013)							45,000						45,000
Carpenter's Cut-away Van (2017)									45,000				45,000
Plumber's Cut-away Van (2017)													-
F-350 Box Truck (2006)													-
Pickup Truck Chevy 2500HD (2016)													-
Van E350 Econoline (2006)													-
Bob Cat skid steer		40,000	50,000										50,000
Bobcat Skid - snowplow (2008)													36,000
Bobcat Utility - snowplow (2013)													25,000

# Town of Reading Capital Improvements Plan

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	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY20-30
Buildings - Schools (Total)	660,000	393,000	50,000	-	15,000	12,000	-	-	-	-	-	-	470,000
HVAC/Energy Mgmt Systems	Sch	373,000	-	-	-	-	-	-	-	-	-	-	373,000
Windows & Doors	Sch	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Water Heater	Sch	-	50,000	-	-	12,000	-	-	-	-	-	-	62,000
Capet/Flooring	Sch	55,000	-	-	15,000	-	-	-	-	-	-	-	15,000
TOTAL for School	AB	10,000	-	-	-	-	-	-	-	-	-	-	10,000
HVAC/Energy Mgmt Systems	AB	10,000	-	-	-	-	-	-	-	-	-	-	10,000
TOTAL for School	BM	12,000	-	-	-	-	-	-	-	-	-	-	12,000
HVAC/Energy Mgmt Systems	BM	12,000	-	-	-	-	-	-	-	-	-	-	12,000
TOTAL for School	JE	14,000	-	-	-	-	-	-	-	-	-	-	14,000
HVAC/Energy Mgmt Systems	JE	14,000	-	-	-	-	-	-	-	-	-	-	14,000
TOTAL for School	K	32,000	-	-	-	-	-	-	-	-	-	-	32,000
HVAC/Energy Mgmt Systems	K	12,000	-	-	-	-	-	-	-	-	-	-	12,000
Windows & Doors	K	20,000	-	-	-	-	-	-	-	-	-	-	20,000
TOTAL for School	WE	12,000	-	-	-	12,000	-	-	-	-	-	-	24,000
HVAC/Energy Mgmt Systems	WE	12,000	-	-	-	-	-	-	-	-	-	-	12,000
Water Heater	WE	-	-	-	-	12,000	-	-	-	-	-	-	12,000
TOTAL for School	Cool	30,000	244,000	25,000	-	-	-	-	-	-	-	-	269,000
HVAC/Energy Mgmt Systems	Cool	30,000	244,000	25,000	-	-	-	-	-	-	-	-	244,000
Water Heater	Cool	-	-	-	-	-	-	-	-	-	-	-	25,000
TOTAL for School	Park	15,000	19,000	25,000	-	15,000	-	-	-	-	-	-	59,000
HVAC/Energy Mgmt Systems	Park	-	19,000	-	-	-	-	-	-	-	-	-	19,000
Water Heater	Park	-	-	25,000	-	-	-	-	-	-	-	-	25,000
Capet/Flooring	Park	15,000	-	-	-	15,000	-	-	-	-	-	-	15,000
TOTAL for School	HS	615,000	50,000	-	-	-	-	-	-	-	-	-	50,000
HVAC/Energy Mgmt Systems	RMHS	575,000	50,000	-	-	-	-	-	-	-	-	-	50,000
Water Heater	RMHS	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	RMHS	40,000	-	-	-	-	-	-	-	-	-	-	-
Security System	RMHS	-	-	-	-	-	-	-	-	-	-	-	-
Buildings - Town (Total)		125,000	15,000	125,000	-	-	-	-	-	-	-	-	140,000
Windows & Doors	Mun	20,000	-	-	-	-	-	-	-	-	-	-	-
Generator	Mun	-	-	125,000	-	-	-	-	-	-	-	-	125,000
Water Heater	Mun	-	15,000	-	-	-	-	-	-	-	-	-	15,000
Fire Alarm	Mun	50,000	-	-	-	-	-	-	-	-	-	-	-
Security System	Mun	55,000	-	-	-	-	-	-	-	-	-	-	-
Other (FF grant match)	Mun	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	TH	-	-	125,000	-	-	-	-	-	-	-	-	125,000
Generator	TH	-	-	125,000	-	-	-	-	-	-	-	-	125,000
HVAC/Energy Mgmt Systems	Pol	-	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Pol	-	15,000	-	-	-	-	-	-	-	-	-	15,000
Security System	Pol	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL for Municipal Bldg	SrC	50,000	-	-	-	-	-	-	-	-	-	-	-
Fire Alarm	Sr Ctr	50,000	-	-	-	-	-	-	-	-	-	-	-
Windows & Doors	DPW	20,000	-	-	-	-	-	-	-	-	-	-	-
Security System	DPW	55,000	-	-	-	-	-	-	-	-	-	-	-

# Town of Reading Capital Improvements Plan

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	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY20-30
Schools - General	155,000	210,000	415,000	165,000	110,000	165,000	177,500	135,000	160,000	160,000	160,000	160,000	1,992,500
Food Service Van E-250 (2014)				30,000			42,500						42,500
Drivers Education Vehicle (2014)													30,000
Courier Vehicle (2007)	45,000												45,000
District-wide Telephone systems	55,000	65,000	65,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	275,000
Design for Technology wiring projects			50,000										50,000
District-wide Technology Wiring projects			200,000										200,000
District-wide Technology projects	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,350,000
<b>Administrative Services</b>	<b>100,000</b>	<b>100,000</b>	<b>225,000</b>	<b>100,000</b>	<b>100,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>1,475,000</b>
Water Tank Town tebo equip replace/relocate			100,000										100,000
Town Building Wiring projects			25,000										25,000
Technology projects	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	150,000	150,000	1,350,000
Finance							600,000						600,000
Financial System							600,000						600,000
Library		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Equipment		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Public Services	115,000	15,000	15,000	25,000	25,000	25,000	360,000	470,000	385,000	25,000	25,000	25,000	1,370,000
Elder/Human Services van													
Economic Development	100,000												
Downtown Infrastructure Assessment	100,000												
Downtown Improvements II \$1.0mil/5yrs													
Recreation	15,000	15,000	15,000	25,000	25,000	25,000	360,000	470,000	385,000	25,000	25,000	25,000	1,370,000
Rehab Playgrounds Program	15,000	15,000	15,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	230,000
BM Field lighting \$1.9 mil now TBD													
Birch Mdw Complex \$1.0 mil TBD Rec Comm													
Barrows Tennis court repairs							125,000						125,000
Barrows Basketball court repairs							85,000						85,000
Barrows Replace backstop & repair infield							125,000						125,000
Kilham Field improve, drainage, repaving (\$350K HOLD for ESS project)													
Wood End Field repairs (\$325K HOLD for ESS project)													
Artificial Turf@Parker MS (replace) moved \$800k to TBD													
Artificial Turf @Coolidge MS (new) moved \$1.4mil to TBD													
(*) below indicates \$950K in state bond bill details TBA (\$805K identified below)													
*Washington Park \$250k													
Replace backstop & shift field							150,000						150,000
Walking Paths							100,000						100,000
*Memorial Park \$70k													
Replace Band Stand							50,000						50,000
Court resurface							20,000						20,000
*Synonids Way \$150k													
Replace backstop								150,000					150,000
*Hunt Park \$125k													
Replace backstop								125,000					125,000
*Sturges Park \$210k													
Tennis court repairs									75,000				75,000

# Town of Reading Capital Improvements Plan

## November 2019

10/17/2019 10:59

	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY20-30
Basketball court repairs									85,000				85,000
Backstop repairs									50,000				50,000
<b>Public Safety - Fire/EMS</b>													
Pumper Eng #3 (2016 \$630k; next FY36)	81,600	941,000	232,000	395,000	50,000	85,000	900,000	140,000	1,515,000	440,000	60,000	-	4,756,000
Pumper Eng #1 (2010-\$525k; next FY30)							900,000		1,300,000				1,300,000
Ladder Trk #1 (2008: \$800k; next FY27)		800,000											900,000
Pumper Eng #2 (2007-\$410k; next FY25)										385,000			800,000
Pumper Eng #4 (2001)													385,000
Ambulance #1 (2010- 10 yrs)													385,000
Ambulance #2 (2006 - 10yrs)				385,000									65,000
Ambulance equipment				30,000									50,000
Passenger Car#1 (2005 - 10yrs)					50,000								50,000
Passenger Car#2 (2007 - 10yrs)						50,000							50,000
Passenger Car#4 (2012 - 10yrs)													50,000
Pickup Truck #3 (2006 - 10yrs)													50,000
<b>Alarm Truck (1994 - 20yrs)</b>	45,600	120,000											-
ALS Defibrillator (2011 - 7yrs)	36,000												120,000
AEDs		21,000											40,000
Breathing Apparatus \$190k			62,000										46,000
Breathing Air Compressor										25,000			20,000
Breathing Air Bottles													62,000
CPR Compression Device													30,000
Thermal Imaging (2010 - 10yrs)										20,000			20,000
Fire Hose											60,000		60,000
Turnout Gear (2014 - 6yrs)			170,000				35,000						35,000
<b>Public Safety - Police/Dispatch</b>													360,000
Police Admin Vehicle (Detectives)	15,000	507,500		110,000		40,000		77,500	25,000		45,000		805,000
Police equipment (lasers)	15,000	37,500				40,000		42,500			45,000		165,000
Vehicle Video Integration				110,000									110,000
<b>Radios (Police &amp; Fire 2010 - 12yrs)</b>													35,000
AEDs													450,000
<b>Public Works - Equipment</b>	257,000	540,000	355,000	235,000	671,000	469,000	298,000	290,000	50,000		130,000		3,038,000
<b>Large Trucks</b>													400,000
Truck #18 - Sander (2006)						400,000							400,000
Truck #19 - Sander (2007)						200,000							200,000
<b>Pick-ups/Cars/Vans</b>													200,000
Pickup Chevy #9 Parks (2011)	34,000	175,000			50,000	45,000	100,000		50,000		40,000		460,000
Pickup Ford #2 Parks (2015)							50,000						50,000
Ford Pickup P/F (replace 2006 eng. vehicle)					50,000								50,000
<b>Pickup Chevy Utility #1 (2008)</b>													110,000
<b>Pickup Ford Utility #4 (2009)</b>		110,000											65,000
Small Dump Truck #7 (2012)		65,000											50,000
Car#3 Ford Escape HYBRID (2008)							50,000						45,000
Car. #4 Ford Sedan (2008)											40,000		40,000
Engineering Vehicle (new)	34,000												-
<b>Backhoes/Loaders/Heavy Equipment</b>		340,000	275,000										615,000

# Town of Reading Capital Improvements Plan

November 2019

10/17/2019 10:59

	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY20-30
Backhoe Loader (Cem.) (2006)	10	125,000											125,000
Backhoe CAT 450 HWY (2008)	10		190,000										190,000
Veritrac tractor (20+ yrs old)	10		85,000										85,000
Loader JDS44 (2009)	10	215,000											215,000
<b>Specialty Equipment - Heavy Duty</b>				210,000	501,000		180,000	180,000					1,071,000
Chipper/Loader Truck #23 (2009)	15			210,000	210,000								210,000
Bucket Truck #21 Forestry (2009)	15												210,000
Snow Plow SW4S (2016)	15				111,000								111,000
Snow Holder #1 c992 (2015)	15				180,000								180,000
Snow Holder #2 c480 (2013)	15					180,000							180,000
Snow Trackless (2015)	15						180,000						180,000
<b>Specialty Equipment - Light Duty</b>		195,000	25,000	25,000							65,000		195,000
<b>Mobile Compressors (2) (1986)</b>	10		25,000	25,000									50,000
Slump Grinder new PIF	20			80,000									80,000
Sander Tub	10	20,000											
Hamm Roller, small (2016)	10								50,000				50,000
1CH Wdsman Chipper (2004)	20	175,000											
Skag Leaf Vac Cem (2017)	10								15,000				15,000
<b>Lawnmowers</b>		28,000			120,000	24,000	18,000	110,000			25,000		297,000
Mwr (Cem.) SKAG 48" (2017)	5										25,000		25,000
Mwr (Pks) TORO 5910N (2014)	10							110,000					110,000
Mwr (Cem.) SKAG 52" (2012)	5						18,000						18,000
Mwr (Pks) SKAG 61" (2011)	5					24,000							24,000
Boom Flail Mower unit		28,000											
Mower - TORO Gang (2007)	8				120,000								120,000
<b>Engineering Equipment/Services</b>													

# Town of Reading Capital Improvements Plan

## November 2019

10/17/2019 10:59

	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-20-30
<b>DPW: Parks &amp; Cemetery</b>	250,000	75,000	100,000	300,000	100,000	100,000	100,000	100,000	200,000	200,000	200,000	100,000	1,575,000
Gen'l Fence Replacement	25,000	25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	525,000
School Site Improvements (parking lots, sidewalks, walkways)	200,000			200,000									200,000
Rock Wall repairs - Laurel Hill	J Eaton			B Meadow									-
Rock Wall repairs - Memorial Park									100,000				100,000
Rock Wall repairs - Joshua Eaton										100,000			100,000
Gen'l Parking Lot Improvements	25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	550,000
<b>DPW: Roads</b>													-
Track Road Bridge(s)		grant funded											-
Sidewalk/Curb/Ped. Safety	100,000	100,000	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	1,275,000
Skim Coating & Crack Seal Patch	100,000	100,000	100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	150,000	150,000	1,275,000
West Street - Local shr (\$1.3mil)	Debt	Debt	Debt	Debt	Debt	Debt	Debt						-
Lowell Street \$400k	400,000	400,000	400,000	400,000	425,000	425,000	425,000	460,000	460,000	475,000	475,000	500,000	400,000
<b>TOTAL GENL FUND VOTED - ROADS</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>1,025,000</b>	<b>625,000</b>	<b>625,000</b>	<b>700,000</b>	<b>700,000</b>	<b>725,000</b>	<b>775,000</b>	<b>800,000</b>	<b>4,825,000</b>
Grants - various roads	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,600,000
<b>TOTAL ROAD CAPITAL</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,625,000</b>	<b>1,225,000</b>	<b>1,225,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,325,000</b>	<b>1,375,000</b>	<b>1,400,000</b>	<b>14,375,000</b>

Town of Reading Debt Schedule  
November 2019

Town of Reading Debt Service Schedule 10/7/19 11:07	Approved FY - 2020	Projected FY - 2021	Projected FY - 2022	Projected FY - 2023	Projected FY - 2024	Projected FY - 2025	Projected FY - 2026	Projected FY - 2027	Projected FY - 2028	Projected FY - 2029	Projected FY - 2030	Projected FY - 2031	Projected FY - 2032	Projected FY - 2033	Projected FY - 2034	Projected FY - 2035	Projected FY - 2036	Projected FY - 2037	Projected FY - 2038
<b>General Fund:</b>	4,498,414	5,137,658	5,149,426	5,360,933	5,221,056	4,050,788	2,229,300	1,958,900	1,761,500	1,704,500	1,647,500	968,000	936,000	904,000	872,000	540,000	520,000	0	0
<b>Principal</b>	3,600,000	4,252,500	4,387,500	4,626,500	4,667,500	3,452,500	1,757,500	1,557,500	1,422,500	1,422,500	1,422,500	800,000	800,000	800,000	800,000	500,000	500,000	0	0
Within Levy Limit	1,245,000	1,857,500	1,952,500	2,152,500	2,137,700	2,217,500	1,757,500	1,557,500	1,422,500	1,422,500	1,422,500	800,000	800,000	800,000	800,000	500,000	500,000	0	0
Excluded Debt	2,355,000	2,395,000	2,435,000	2,474,000	2,527,800	1,235,000	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Interest</b>	898,414	885,158	761,928	734,433	553,556	598,288	471,800	401,400	339,000	282,000	225,000	168,000	136,000	104,000	72,000	40,000	20,000	0	0
Within Levy Limit	350,932	431,976	405,044	475,851	395,244	553,588	471,800	401,400	339,000	282,000	225,000	168,000	136,000	104,000	72,000	40,000	20,000	0	0
Excluded Debt	547,482	453,182	356,882	258,582	158,312	44,700	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Within Levy Limit</b>	1,595,932	2,289,476	2,357,544	2,628,351	2,534,944	2,771,088	2,229,300	1,958,900	1,761,500	1,704,500	1,647,500	968,000	936,000	904,000	872,000	540,000	520,000	0	0
Issued	1,470,932	1,416,976	1,270,044	1,129,851	1,081,444	622,588	145,800	140,400	0	0	0	0	0	0	0	0	0	0	0
Approved not issued (ANI)	125,000	872,500	947,500	822,500	797,500	747,500	747,500	722,500	697,500	672,500	647,500	0	0	0	0	0	0	0	0
Not yet approved (NYA)	0	0	240,000	676,000	656,000	1,376,000	1,336,000	1,096,000	1,064,000	1,032,000	1,000,000	968,000	936,000	904,000	872,000	540,000	520,000	0	0
Net Included Debt	1,595,932	2,289,476	2,357,544	2,628,351	2,534,944	2,771,088	2,229,300	1,958,900	1,761,500	1,704,500	1,647,500	968,000	936,000	904,000	872,000	540,000	520,000	0	0
<b>Excluded Debt</b>	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Issued	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Excluded Debt	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Changes</b>																			
FY21: \$2.25 mil Bldg Security & Turf moved out one year (already approved, change in timing only)																			
FY22: \$1.0 mil Ec Dev Downtown moved out 1yr from FY21																			
FY23: \$3.6 mil Second Phase of Performance Contracting (HVAC for Parker \$800k, Wd Ent \$500k; Barrows \$400k; Coolidge \$400k; Police station \$350k; other \$1.1 mil. TBD)																			
FY25: \$6.0 mil Three School roof projects increased significantly in cost (moved out 1yr) Coolidge \$2.5mil; Parker \$1.6mil; Bldg/Wd Ent \$1.9mil																			
BM Field Lighting removed from CIP, increased from \$1.4 mil to \$1.9mil (see Debt to be Discussed)																			
<b>Principal + Interest</b>	1,595,932	2,289,476	2,357,544	2,628,351	2,534,944	2,771,088	2,229,300	1,958,900	1,761,500	1,704,500	1,647,500	968,000	936,000	904,000	872,000	540,000	520,000	0	0
Issued	1,470,932	1,416,976	1,270,044	1,129,851	1,081,444	622,588	145,800	140,400	0	0	0	0	0	0	0	0	0	0	0
Approved not issued (ANI)	125,000	872,500	947,500	822,500	797,500	747,500	747,500	722,500	697,500	672,500	647,500	0	0	0	0	0	0	0	0
Not yet approved (NYA)	0	0	240,000	676,000	656,000	1,376,000	1,336,000	1,096,000	1,064,000	1,032,000	1,000,000	968,000	936,000	904,000	872,000	540,000	520,000	0	0
Energy Improv \$6mil/12yr Energy Improv II \$3.6mil/12yr Kilam Green Repair Birch Mtn Green Repair Bldg Security \$4mil/10yr Barrows/Wd Ent \$0 Wood Ent \$0 Barrows \$0 Bldg Roof Repair \$6.0mil/12yr ES Mod. class \$1.2 mil/6yr RMHS Ret. Wall \$500k/5yr RMH-STLT \$1.5mil/10yr RMHS Turf II \$2.25mil/10yr West St. \$1.3 mil	398,194	382,388	371,456	360,113	348,356	336,188	444,000	432,000	420,000	408,000	396,000	384,000	372,000	360,000	348,000	336,000	324,000	312,000	0
TBD Elementary School Spaces (Kilam) project TBD Community/Senior Center TBD DPW Bldg project	77,050	73,700	70,350	66,000	62,650	59,300	56,000	54,000	52,000	49,600	48,000	46,400	44,800	43,200	41,600	40,000	38,400	36,800	0
Bldg/Wd Ent \$0	34,752	33,852	32,952	32,052	29,942	28,042	26,142	24,242	22,342	20,442	18,542	16,642	14,742	12,842	10,942	9,042	7,142	5,242	0
Ec Dev Dwrth II (est. \$0.5mil/5yr)	156,000	152,100	148,200	144,300	140,400	136,500	132,600	128,700	124,800	120,900	117,000	113,100	109,200	105,300	101,400	97,500	93,600	89,700	0
<b>Excluded Debt</b>	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Issued	2,902,482	2,848,182	2,791,882	2,732,582	2,686,112	1,279,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Library Project \$2.115mil Library Project \$10-mil RMHS \$0 Barrows/Wd Ent \$0 Wood Ent \$0	286,700	277,300	267,900	258,500	249,100	239,700	1,200,000	1,170,000	1,140,000	1,110,000	1,080,000	1,040,000	1,000,000	960,000	920,000	880,000	840,000	800,000	0
Barrows/Wd Ent \$0 Wood Ent \$0	51,930	50,580	49,230	46,880	44,530	42,180	39,830	37,480	35,130	32,780	30,430	28,080	25,730	23,380	21,030	18,680	16,330	13,980	0
Wood Ent \$0	11,352	11,052	10,752	10,452	10,152	9,852	9,552	9,252	8,952	8,652	8,352	8,052	7,752	7,452	7,152	6,852	6,552	6,252	0

**Debt to be Discussed**  
 \$10 mil Athletics/Recreation Improvements  
 \$3.2 mil RMHS Stadium (new turf, track & ropes course)  
 \$1.7 mil RMHS Fieldhouse floor/bushers  
 \$1.9 mil Birch Mtn Field lighting (removed from CIP)  
 \$1.0 mil Birch Mtn Complex (estimate - Rec Comm working on)  
 \$0.8mil Parker Turf (replace)  
 \$1.4 mil Coolidge Turf (new)  
 TBD Elementary School Spaces (Kilam) project  
 TBD Community/Senior Center  
 TBD DPW Bldg project

**Changes**  
 FY21: \$2.25 mil Bldg Security & Turf moved out one year (already approved, change in timing only)  
 FY22: \$1.0 mil Ec Dev Downtown moved out 1yr from FY21  
 FY23: \$3.6 mil Second Phase of Performance Contracting (HVAC for Parker \$800k, Wd Ent \$500k; Barrows \$400k; Coolidge \$400k; Police station \$350k; other \$1.1 mil. TBD)  
 FY25: \$6.0 mil Three School roof projects increased significantly in cost (moved out 1yr)  
 Coolidge \$2.5mil; Parker \$1.6mil; Bldg/Wd Ent \$1.9mil  
 BM Field Lighting removed from CIP, increased from \$1.4 mil to \$1.9mil (see Debt to be Discussed)





**Water Enterprise Fund  
Capital + Debt  
November 2019**

Water Ent. Fund Capital & Debt	Approved FY-2019	Proposed FY-2020	Projected = Legend: Debt (issued); debtn (not issued); debtna (not yet approved)												FY-20-35 TOTAL			
			FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032		FY-2033	FY-2034	FY-2035
Water DEBT	1,882,030	1,860,530	2,805,130	2,734,830	2,691,630	2,618,950	2,545,350	2,444,550	2,350,175	1,819,250	1,420,400	1,376,800	1,333,200	1,289,600	1,081,000	1,044,000	1,007,000	30,022,395
Join MWRA (partial \$3.18m)	1	200,180	195,380	190,580	181,780	176,100	169,900	153,700	149,350	355,250								1,416,970
Join MWRA (full \$7.8m) @	2	494,650	465,450	445,950	431,550	417,150	388,350	370,825										3,757,325
WMH-Haverhill & Howard (\$2.05m)	4a	185,000	185,000	185,000														60,000
WMH: MWRA loan to be used	4b	20,000	20,000	20,000														555,000
WM Ph 1 RR#1 \$4.012mil/10yr	5	401,200	401,200	401,200	401,200	401,200												2,006,000
WM Ph 1 RR#2 \$1.165mil/10yr	6	154,600	144,900	140,300	135,700	131,100	126,500	121,900	117,300									917,700
WM Ph 1 RR#2 \$3.106 mil/10yr	7	421,600	409,200	396,800	384,400	372,000	359,600	347,200	334,800	322,400								2,926,400
Grove Street WM \$1.0mil/5yrs	8		20,000	240,000	232,000	224,000	216,000	208,000	200,000									1,140,000
Gazebos Improvements \$0.4mil/4yrs	9		240,000	232,000	224,000	216,000	208,000	200,000										
Downtown Improve II \$1.0mil/5yrs	10		405,000	396,000	387,000	378,000	369,000	360,000	351,000	342,000	333,000	324,000	315,000	306,000	297,000	288,000	279,000	1,120,000
Replace Meters \$1.65mil/10yr	11			231,000	224,000	217,800	211,600	205,400	199,200	193,000	186,800	180,600	174,400	168,200	162,000	155,800	149,600	5,130,000
DPW Bldg Project/25 yrs TBA	12																	2,013,000
WM Phase 2 \$7.0 mil/10yr	13-15									924,000	896,000	868,000	840,000	812,000	784,000	756,000	728,000	8,540,000
WM Phase 3-4 \$25 mil TBA	13-15									1,440,000	1,090,000	1,090,000	1,090,000	1,090,000	925,000	925,000	925,000	24,802,000
Repayment of Principal:		1,561,200	1,556,200	2,281,200	2,232,200	2,231,200	2,231,200	1,730,000	1,900,000	1,440,000	1,090,000	1,090,000	1,090,000	1,090,000	925,000	925,000	925,000	24,802,000
Join MWRA (partial \$3.18m)	1	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	1,236,000
Join MWRA (full \$7.8m) @	2	365,000	365,000	365,000	360,000	360,000	360,000	360,000	360,000	350,000								3,235,000
WMH-Haverhill & Howard (\$2.05m)	4a	185,000	185,000	185,000														555,000
WMH: MWRA loan to be used	4b	20,000	20,000	20,000														60,000
WM Ph 1 RR#1 \$4.012mil/10yr	5	401,200	401,200	401,200	401,200	401,200												2,006,000
WM Ph 1 RR#2 \$1.165mil/10yr	6	120,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	310,000								805,000
WM Ph 1 RR#2 \$3.106 mil/10yr	7	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000								2,480,000
Grove Street WM \$1.0mil/5yrs	8		200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000								1,000,000
Gazebos Improvements \$0.4mil/4yrs	9		100,000	100,000	100,000	100,000	100,000	100,000	100,000									400,000
Downtown Improve II \$1.0mil/5yrs	10		200,000	200,000	200,000	200,000	200,000	200,000	200,000									1,000,000
Auburn Tank \$4.5 mil/20yr	11		225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	3,375,000
Replace Meters \$1.65mil/10yr	12			165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	1,650,000
WM Phase 2 \$7.0 mil/10yr	13-15									700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	7,000,000
WM Phase 3-4 \$25 mil TBA	13-15									330,400	330,400	330,400	330,400	330,400	330,400	330,400	330,400	3,304,000
Interest on Long Term Debt:		320,830	304,330	523,930	458,630	459,430	387,750	314,550	525,350	450,175	379,250	286,800	243,200	195,600	156,000	115,000	82,000	5,220,395
Join MWRA (partial \$3.18m)	1	44,980	40,180	35,380	30,580	29,780	21,100	14,900	6,700	4,350								180,970
Join MWRA (full \$7.8m) @	2	129,650	115,050	100,450	85,950	71,550	57,150	42,750	28,350	15,025	5,250							522,325
WMH-Haverhill & Howard (\$2.05m)	4a																	
WMH: MWRA loan to be used	4b																	
WM Ph 1 RR#1 \$4.012mil/10yr	5																	
WM Ph 1 RR#2 \$1.165mil/10yr	6	34,600	29,900	25,300	20,700	16,100	11,500	6,900	2,300									112,700
WM Ph 1 RR#2 \$3.106 mil/10yr	7	111,600	99,200	86,800	74,400	62,000	49,600	37,200	24,800	12,400								446,400
Grove Street WM \$1.0mil/5yrs	8		20,000	40,000	32,000	24,000	16,000	8,000	8,000									140,000
Gazebos Improvements \$0.4mil/4yrs	9		16,000	12,000	8,000	4,000	4,000											40,000
Downtown Improve II \$1.0mil/5yrs	10		180,000	171,000	162,000	153,000	144,000	135,000	126,000	117,000	108,000	99,000	90,000	81,000	72,000	63,000	54,000	1,200,000
Auburn Tank \$4.5 mil/20yr	11			66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	1,755,000
Replace Meters \$1.65mil/10yr	12																	363,000
DPW Bldg Project/25 yrs TBA	13-15									224,000	196,000	168,000	140,000	112,000	84,000	56,000	28,000	1,540,000
WM Phase 2 \$7.0 mil/10yr	13-15									280,000	252,000	224,000	196,000	168,000	140,000	112,000	84,000	1,540,000
WM Phase 3-4 \$25 mil TBA	13-15																	



**Storm Water Enterprise Fund  
Capital + Debt  
November 2019**

	Approved FY-2019	Proposed FY-2020	Projected ==>										FY20-32 TOTAL									
			FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029		FY-2030	FY-2031	FY-2032						
<b>Storm Water Ent. Fund Capital &amp; D</b>																						
Storm Water Capital	400,000	275,000	50,000	50,000	75,000	275,000	275,000	75,000	75,000	75,000	100,000	100,000	500,000	100,000	100,000	125,000	125,000	125,000	125,000	150,000	150,000	
Storm Water Debt	-	-	240,000	232,000	208,000	224,000	224,000	216,000	216,000	208,000	208,000	208,000	-	480,000	480,000	448,000	448,000	448,000	448,000	416,000	416,000	416,000
<b>Total Capital &amp; Debt</b>	<b>400,000</b>	<b>275,000</b>	<b>290,000</b>	<b>282,000</b>	<b>283,000</b>	<b>499,000</b>	<b>499,000</b>	<b>291,000</b>	<b>291,000</b>	<b>283,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	<b>580,000</b>	<b>580,000</b>	<b>573,000</b>	<b>573,000</b>	<b>573,000</b>	<b>573,000</b>	<b>566,000</b>	<b>566,000</b>	<b>566,000</b>
<b>Storm Water CAPITAL</b>	<b>400,000</b>	<b>275,000</b>	<b>50,000</b>	<b>50,000</b>	<b>75,000</b>	<b>275,000</b>	<b>275,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	<b>100,000</b>	<b>100,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Drainage Improvnm. (projects)</b>																						
Sturges Park 1	250,000																					
Downtown Infrastructure Assessmen	100,000																					
Downtown Improve II \$1.0mil/5yr 2			debt/na	debt/na	debt/na	debt/na	debt/na	debt/na	debt/na	debt/na												
Main-St Drain-repair \$1mil/5yr																						
DPW Bldg Project/25 yrs TBA 3																						
Saugus River Design/Permit													200,000									200,000
Aberjona River Design/Permit													200,000									200,000
Saugus Rvr Improv. (I) \$2mil 4																				debt/na	debt/na	debt/na
Saugus Rvr Improv. (II) \$2mil 5																						
Aberjona Rvr Improv. \$2mil 6																						
Vacuum Truck (split with Sewer)																						
<b>Catch Basin truck (2011)</b>		<b>225,000</b>																				
Sweeper: Elgin Pelican							200,000															225,000
<b>Storm Water DEBT</b>																						
Downtown Improve II \$1.0mil/5yr 2	-	-	240,000	232,000	208,000	224,000	224,000	216,000	216,000	208,000	208,000	208,000	-	480,000	480,000	448,000	448,000	448,000	448,000	416,000	416,000	416,000
DPW Bldg Project/25 yrs TBA 3			240,000	232,000	208,000	224,000	224,000	216,000	216,000	208,000	208,000	208,000	-	480,000	480,000	448,000	448,000	448,000	448,000	-	-	-
Saugus Rvr Improv. (I) \$2mil 4																						
Saugus Rvr Improv. (II) \$2mil 5																						
Aberjona Rvr Improv. \$2mil 6																						



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## CONDUCT OF TOWN MEETING

Reading's Town Meeting is conducted in accordance with the rules set down in Article 2 of the Charter and the General Bylaws. Although Town Meeting Time Third Edition is the basic source, a Town Meeting Member need only be familiar with what is contained in the Charter. These notes are intended to outline the major points all Town Meeting Members should know, and which by knowing will make Town Meeting more understandable.

### Organization

- Town Meeting consists of 192 elected members, of which 97 constitute a quorum.
- There are two required sessions: The Annual Meeting in Spring which is primarily for fiscal matters and acceptance of the annual budget, and the Subsequent Meeting in November. Special Town Meetings may be called at any time that the need arises.
- There are three main committees which review certain Articles and advise Town Meeting of their recommendations:

Finance for all expenditures of funds,

Bylaw for all bylaw changes, and the

Community Planning and Development Commission for all zoning changes.

Their reports are given prior to discussing the motion.

### General Rules Of Procedure

- The Meeting is conducted through the Warrant Articles which are presented (moved) as motions. Only one motion may be on the floor at a time; however, the motion may be amended. Often two or more Articles which address the same subject may be discussed together; however, only one is formally on the floor, and each when moved is acted upon individually. Note that the vote on one may influence the others.
- Members who wish to speak shall rise, state their name and precinct in order to be recognized.
- A Member may speak for ten (10) minutes but permission must be asked to exceed this limit.
- Seven (7) Members can question a vote and call for a standing count, and twenty (20) can ask for a roll call vote; however, a roll call vote is seldom used because of the time it takes.

### Principal Motion Encountered At Town Meeting

The following motions are the principal ones used in most cases by Town Meeting to conduct its business. Experience shows that the Members should be familiar with these.

- **Adjourn:** Ends the sessions, can be moved at any time.
- **Recess:** Stops business for a short time, generally to resolve a procedural question or to obtain information.
- **Lay on the Table:** Stops debate with the intention generally of bringing the subject up again later. May also be used to defer action on an Article for which procedurally a negative vote is undesirable. Note that tabled motions die with adjournment.
- **Move the Previous Question:** Upon acceptance by a two-thirds (2/3) vote, stops all debate and brings the subject to a vote. This is generally the main motion, or the most recent

amendment, unless qualified by the mover. The reason for this as provided in Robert's Rules of Order is to allow for other amendments should they wish to be presented.

- **Amend:** Offers changes to the main motion. Must be in accordance with the motion and may not substantially alter the intent of the motion. In accordance with Robert's Rules of Order, only one primary and one secondary motion will be allowed on the floor at one time, unless specifically accepted by the Moderator.
- **Indefinitely Postpone:** Disposes of the Article without a yes or no vote.
- **Take from the Table:** Brings back a motion which was previously laid on the table.
- **Main Motion:** The means by which a subject is brought before the Meeting.

#### **The Following Motions May Be Used By A Member For The Purpose Noted:**

- **Question of Privilege:** Sometimes used to offer a resolution. Should not be used to "steal" the floor.
- **Point of Order:** To raise a question concerning the conduct of the Meeting.
- **Point of Information:** To ask for information relevant to the business at hand.

#### **Multiple Motions Subsequent (Multiple) Motions**

If the subsequent motion to be offered, as distinct from an amendment made during debate, includes material which has previously been put to a vote and defeated, it will be viewed by the Moderator as reconsideration and will not be accepted. If the subsequent motion contains distinctly new material which is within the scope of the Warrant Article, then it will be accepted. An example of this latter situation is successive line items of an omnibus budget moved as a block.

#### **Subject To The Following Considerations**

- The maker of any proposed multiple motion shall make their intent known, and the content of the motion to be offered shall be conveyed to the Moderator - prior to the initial calling of the Warrant Article.
- Once an affirmative vote has been taken on the motion then on the floor - no further subsequent alternative motions will be accepted. (Obviously does not apply to the budget, for example.)
- Also - There can only be one motion on the floor at any one time. You have the ability to offer amendments to the motion that is on the floor. You also have the ability to move for reconsideration.

#### **Town Of Reading Bylaw - Article 2 Town Meeting**

##### **2.1 General**

###### **2.1.1 Date of Annual Town Election**

The Annual Town Meeting shall be held on the third Tuesday preceding the fourth Monday in April of each year for the election of Town Officers and for such other matters as required by law to be determined by ballot. Notwithstanding the foregoing, the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold any Federal or State election.

###### **2.1.2 Hours of Election**

The polls for the Annual Town Meeting shall be opened at 7:00 AM and shall remain open until 8:00 PM.

**2.1.3 Annual Town Meeting Business Sessions**

All business of the Annual Town Meeting, except the election of such Town officers and the determination of such matters are required by law to be elected or determined by ballot, shall be considered at an adjournment of such meeting to be held at 7:30 PM on the fourth Monday in April, except if this day shall fall on a legal holiday, in which case the meeting shall be held on the following day or at a further adjournment thereof.

**2.1.4 Subsequent Town Meeting**

A Special Town Meeting called the Subsequent Town Meeting shall be held on the second Monday in November, except if this day shall fall on a legal holiday, in which case the meeting shall be held on the following day. The Subsequent Town Meeting shall consider and act on all business as may properly come before it except the adoption of the annual operating budget.

**2.1.5 Adjourned Town Meeting Sessions**

Adjourned sessions of every Annual Town Meeting after the first such adjourned session provided for in Section 2.1.3 of this Article and all sessions of every Subsequent Town Meeting, shall be held on the following Thursday at 7:30 PM and then on the following Monday at 7:30 PM, and on consecutive Mondays and Thursdays unless a resolution to adjourn to another time is adopted by a majority vote of Town Meeting Members present and voting.

**2.1.6 Posting of the Warrant**

The Board of Selectmen shall give notice of the Annual, Subsequent or any Special Town Meeting at least fourteen (14) days prior to the time of holding said meeting by causing an attested copy of the warrant calling the same to be posted in one (1) or more public places in each precinct of the Town, and either causing such attested copy to be published in a local newspaper or providing in a manner such as electronic submission, holding for pickup, or mailing, an attested copy of said warrant to each Town Meeting Member.

**2.1.7 Closing of the Warrant**

All Articles for the Annual Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the fifth (5<sup>th</sup>) Tuesday preceding the date of election of Town officers, unless this day is a holiday in which case the following day shall be substituted. All articles for the Subsequent Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the seventh (7<sup>th</sup>) Tuesday preceding the Subsequent Town Meeting in which action is to be taken, unless this day is a holiday in which case the following day shall be substituted.

**2.1.8 Delivery of the Warrant**

The Board of Selectmen, after drawing a Warrant for a Town Meeting, shall immediately deliver a copy of such Warrant to each member of the Finance Committee, the Community Planning and Development Commission, the Bylaw Committee and the Moderator.

**2.2 Conduct of Town Meeting**

**2.2.1 In the conduct of all Town Meetings, the following rules shall be observed**

**Rule 1** A majority of Town Meeting Members shall constitute a quorum for doing business.

**Rule 2** All articles on the warrant shall be taken up in the order of their arrangement in the warrant unless otherwise decided by a majority vote of the members present and voting.

- Rule 3** Prior to debate on each article in a warrant involving the expenditure of money, the Finance Committee shall advise Town Meeting as to its recommendations and the reasons therefore.
- Rule 4** Prior to a debate on each article in a warrant involving changes in the bylaw or Charter, petitions for a special act, or local acceptance by Town Meeting of a State statute, the Bylaw Committee shall advise Town Meeting as to its recommendations and reasons therefore.
- Rule 5** Every person shall stand when speaking as they are able, shall respectfully address the Moderator, shall not speak until recognized by the Moderator, shall state his name and precinct, shall confine himself to the question under debate and shall avoid all personalities.
- Rule 6** No person shall be privileged to speak or make a motion until after he has been recognized by the Moderator.
- Rule 7** No Town Meeting Member or other person shall speak on any question more than ten (10) minutes without first obtaining the permission of the meeting.
- Rule 8** Any non-Town Meeting Member may speak at a Town Meeting having first identified himself to the Moderator. A proponent of an article may speak on such article only after first identifying himself to the Moderator and obtaining permission of Town Meeting to speak. No non-Town Meeting Member shall speak on any question more than five (5) minutes without first obtaining the permission of the Meeting. Non-Town Meeting Members shall be given the privilege of speaking at Town Meeting only after all Town Meeting Members who desire to speak upon the question under consideration have first been given an opportunity to do so.
- Rule 9** Members of official bodies and Town officials who are not Town Meeting Members shall have the same right to speak, but not to vote, as Town Meeting Members on all matters relating to their official bodies.
- Rule 10** No speaker at a Town Meeting shall be interrupted except by a Member making a point of order or privileged motion or by the Moderator.
- Rule 11** Any person having a monetary or equitable interest in any matter under discussion at a Town Meeting, and any person employed by another having such an interest, shall disclose the fact of his interest or his employer's interest before speaking thereon.
- Rule 12** The Moderator shall decide all questions of order subject to appeal to the meeting, the question on which appeal shall be taken before any other.
- Rule 13** When a question is put, the vote on all matters shall be taken by a show of hands, and the Moderator shall declare the vote as it appears to him. If the Moderator is unable to decide the vote by the show of hands, or if his decision is immediately questioned by seven (7) or more Members, or if the Moderator determines that a counted vote is required such as for a debt issue or Home Rule Petition, he shall determine the question by ordering a standing vote, and he shall appoint tellers to make and return the count directly to him. On request of not less than twenty (20) members, a vote shall be taken by roll call.
- Rule 14** All original main motions having to do with the expenditure of money shall be presented in writing, and all other motions shall be in writing if so directed by the Moderator.

**Rule 15** No motion shall be received and put until it is seconded. No motion made and seconded shall be withdrawn if any Member objects. No amendment not relevant to the subject of the original motion shall be entertained.

**Rule 16** When a question is under debate, no motion shall be in order except:

- to adjourn,
- to lay on the table or pass over,
- to postpone for a certain time,
- to commit,
- to amend,
- to postpone indefinitely, or
- to fix a time for terminating debate and putting the question, and the aforesaid several motions shall have precedence in the order in which they stand arranged in this rule.

**Rule 17** Motions to adjourn (except when balloting for offices and when votes are being taken) shall always be first in order. Motions to adjourn, to move the question, to lay on the table and to take from the table shall be decided without debate.

**Rule 18** The previous question shall be put in the following form or in some other form having the same meaning: "Shall the main question now be put" and until this question is decided all debate on the main question shall be suspended. If the previous question is adopted, the sense of the meeting shall immediately be taken upon any pending amendments in the order inverse to that in which they were moved, except that the largest sum or the longest time shall be put first and finally upon the main question.

**Rule 19** The duties of the Moderator and the conduct and method of proceeding at all Town Meetings, not prescribed by law or by rules set forth in this article, shall be determined by rules of practice set forth in "Town Meeting Time Third Edition" except that to lay on the table shall require a majority vote.

### **2.2.2 Attendance by Officials**

It shall be the duty of every official body, by a member thereof, to be in attendance at all Town Meetings for the information thereof while any subject matter is under consideration affecting such official body.

### **2.2.3 Appointment of Committees**

All committees authorized by Town Meeting shall be appointed by the Moderator unless otherwise ordered by a vote of the Members present and voting. All committees shall report as directed by Town Meeting. If no report is made within a year after the appointment, the committee shall be discharged unless, in the meantime, Town Meeting grants an extension of time. When the final report of a committee is placed in the hands of the Moderator, it shall be deemed to be received, and a vote to accept the same shall discharge the committee but shall not be equivalent to a vote to adopt it.

### **2.2.4 Motion to Reconsider**

#### **2.2.4.1 Notice to Reconsider**

A motion to reconsider any vote must be made before the final adjournment of the meeting at which the vote was passed but such motion to reconsider shall not be made at an adjourned meeting unless the mover has given notice of his intention to make such a motion, either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk within twenty-four (24) hours after the adjournment of such session. When such motion is made at the

session of the meeting at which the vote was passed, said motion shall be accepted by the Moderator but consideration thereof shall be postponed to become the first item to be considered at the next session, unless all remaining articles have been disposed of, in which case reconsideration shall be considered before final adjournment. There can be no reconsideration of a vote once reconsidered or after a vote not to reconsider. Reconsideration may be ordered by a vote of two-thirds (2/3) of the members present. Arguments for or against reconsideration may include discussion of the motion being reconsidered providing such discussion consists only of relevant facts or arguments not previously presented by any speaker.

#### **2.2.4.2 Federal or State Law Affecting Reconsideration**

The foregoing provisions relating to motions to reconsider shall not apply to any such motion made by the Board of Selectmen and authorized by the Moderator as necessary for the reconsideration of actions previously taken by Town Meeting by reason of State or Federal action or inaction or other circumstances not within the control of the Town or Town Meeting. In the event such a motion to reconsider is made and authorized, said motion may be made at any time before the final adjournment of the meeting at which the vote was passed, said motion may be made even if the vote was already reconsidered or was the subject of a vote not to reconsider, and reconsideration may be ordered by a vote of two-thirds (2/3) of the Members present.

#### **2.2.4.3 Posting and Advertising**

Notice of every vote to be reconsidered at an adjourned Town Meeting shall be posted by the Town Clerk in one (1) or more public places in each precinct of the Town as soon as possible after adjournment, and he shall, if practicable, at least one day before the time of the next following session of said adjourned meeting, publish such notice in some newspaper published in the Town. Said notice shall include the vote to be reconsidered and the place and time of the next following session of said adjourned meeting. The foregoing notice provisions shall not apply when a motion to reconsider any Town Meeting action is made publicly at Town Meeting before the adjournment of any session of any adjourned Town Meeting.

#### **2.2.5 State of the Town**

The Selectmen shall, at each Annual Town Meeting, give to the Members information on the "State of the Town."

#### **2.2.6 Annual Precinct Meeting**

Town Meeting Members and Town Meeting Members-elect from each precinct shall hold an annual precinct meeting after the annual Town election but before the convening of the business sessions of the Annual Town Meeting. The purpose of the meeting shall be the election of a Chairman and a Clerk and to conduct whatever business may be appropriate. Chairmen shall serve no more than six (6) consecutive years in that position. Additional precinct meetings may be called by the Chairman or by a petition of six (6) Town Meeting Members of the precinct.

#### **2.2.7 Removal of Town Meeting Members**

##### **2.2.7.1 Notice of Attendance**

The Town Clerk shall mail, within thirty (30) days after the adjournment *sine die* of the Annual Town Meeting, to every Town Meeting Member who has attended less than one-half of Town Meeting sessions since the most recent Annual Town Election, a record of his attendance and a copy of Section 2-6 of the Charter.

**2.2.7.2 Precinct Recommendation**

All Precinct meeting held prior to consideration by Town Meeting of the warrant article pursuant to Section 2-6 of the Charter. Town Meeting Members of each precinct shall adopt a recommendation to Town Meeting on whether each member from the precinct listed in the warrant per Section 2-6 of the Charter should be removed from Town Meeting. The Chairman of each precinct or his designee shall make such recommendations along with supporting evidence and rationale to Town Meeting.

**2.2.7.3 Grouped by Precinct**

The names of the Members subject to removal in accordance with Section 2-6 of the Charter shall be grouped by precinct in the warrant article required by said section.

**2.2.8 Meetings During Town Meeting**

No appointed or elected board, committee, commission or other entity of Town government shall schedule or conduct any hearing, meeting or other function during any hours in which an Annual, Subsequent or Special Town Meeting is in session or is scheduled to be in session. Any such board, committee or commission which schedules or holds a meeting or hearing on the same calendar day, but at a time prior to a session of Town Meeting, shall adjourn or recess not less than five (5) minutes prior to the scheduled session of Town Meeting.

Any board, committee or commission may, at the opening of any session of Town Meeting, present to that Town Meeting an instructional motion requesting an exemption from this bylaw and asking that Town Meeting permit it to meet at a date and hour at which a future session of Town Meeting is scheduled, and may present reasons for Town Meeting to give such permission. Notwithstanding the foregoing, any board, committee or commission which meets the requirements of M.G.L. Chapter 39, Section 23B concerning emergency meetings may, upon meeting such requirements, conduct such a meeting or hearing at a time scheduled for a Town Meeting.

**2.2.9 Rules Committee**

The members of the Rules Committee, established under Section 2-12 of the Charter, shall hold an annual meeting within thirty (30) days after the adjournment of the Annual Town Meeting for the purpose of electing a Chairman and a Clerk and to conduct whatever business may be appropriate. Additional Rules Committee meetings may be called by the Chairman.

In the absence of a Chairman, the Moderator shall convene a meeting of the Rules Committee within sixty (60) days after a vacancy for the purpose of electing a new Chairman.



Town of Reading  
16 Lowell Street  
Reading MA 01867

Town Clerk  
781-942-9050

fax: 781-942-9070  
website: [www.readingma.gov](http://www.readingma.gov)

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### **Town Meeting Handout Guidelines**

To ensure that all Town Meeting members have access to the same information, distributed in the same manner, please follow the below listed guidelines for handout materials:

Materials that are prepared by a Town Board, Committee, Commission or Town Department should include the following:

- Article name and number
- Name of Town Board, Committee, Commission or Town Department
- Date the document was created
- Contact Information

Materials that are prepared by petitioners or other voters should include the following:

- Article name and number
- Contact information of person who created handout
- Date the document was created

#### **All handouts:**

- Must be submitted to the Town Clerk's office by 5:30 PM the day before Town Meeting is to convene.
- All handouts not submitted to the Town Clerk's office will be removed and recycled
- Must contain facts only unless specifically stating "This is the opinion of \_\_\_\_"
- Should be on white paper only
- Should be double-sided copies if more than one page
- May be distributed only by giving adequate copies for all Town Meeting members (192) to the Town Clerk or designee by 7:00 PM on the night in which the subject article will be discussed
- All handouts not distributed must be picked up at the end of each night or they will be recycled at the end of each night.

#### **All PowerPoint Presentations:**

- Must consult with the Town Clerk before the meeting to assure compatibility
- Provide a copy before the meeting
- All presentations will be presented with the Town of Reading laptop computer

March of 2010  
Revised February of 2018